



**New Jersey Department of Community Affairs
SAGE Manual for Applicants and Grantees**

Grant Awarded

If the Department of Community Affairs approves your Grant Application, your Agency will receive an award letter from the Commissioner of DCA. This will be followed by a contract, which your agency will be required to sign and return to DCA. The contract will specify the amount of the grant/loan your agency has been awarded, the term of the contract, and additional Grant conditions. Additionally the contract will specify when you must submit—

- Progress reports
—and—
- Financial reports

The SAGE system gives you the ability to submit these reports electronically and will prompt you when reports are due.

In addition, if you need to change the conditions of your Grant contract, SAGE provides online capabilities to apply for—

- A revision
—and/or—
- An amendment

Once you have met your contractual obligations, you will be able to use the SAGE system to close out your grant.

Submitting a Progress Report

The grant/loan programs administered by the Department of Community Affairs require applicants to submit Progress Reports (or Monitoring Reports).

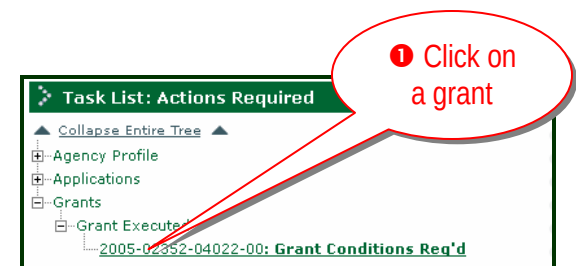
To create a Progress Report, you must have a security level of Grant Administrator, Grant Manager, Grant Report Writer, or Financial Officer. Your Authorized Agency Official has the ability to grant these security levels.

(See [Granting Security Levels](#) and [Attachment A](#) for descriptions of additional security levels.)

Getting Started

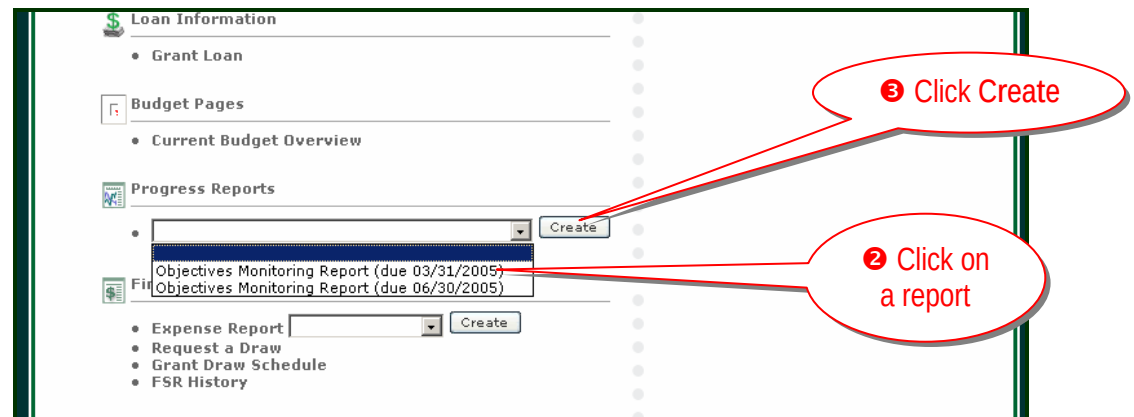
Login to SAGE.

At the SAGE **Start Menu**, go to the **Task List: Actions Required** and under the **Grants** category, click on an active [grant number](#) ❶ (not cancelled or closed). This will bring you to the **Grant Menu**.



Click on the report with the current due date ❷ to select it, and then click **Create**. ❸

The **Report Menu** screen will be displayed.

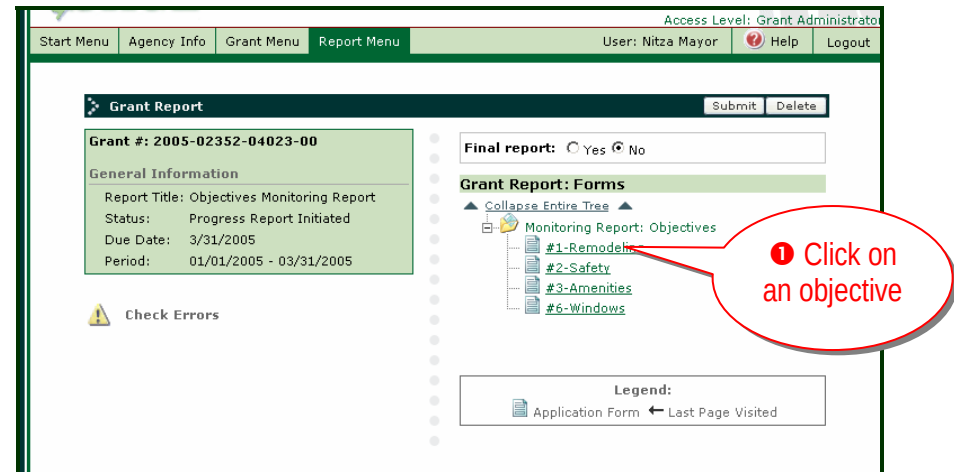


Selecting a Grant Report

At the Report Menu, under **Grant Report Forms** on the right side of the screen, you will see a list with the heading **Monitoring Report: Objectives**. Each objective starts with a number that corresponds to the number you assigned to it in the application.

Click on the first form (objective). ❶

This will bring you to the **Monitoring Report** screen.

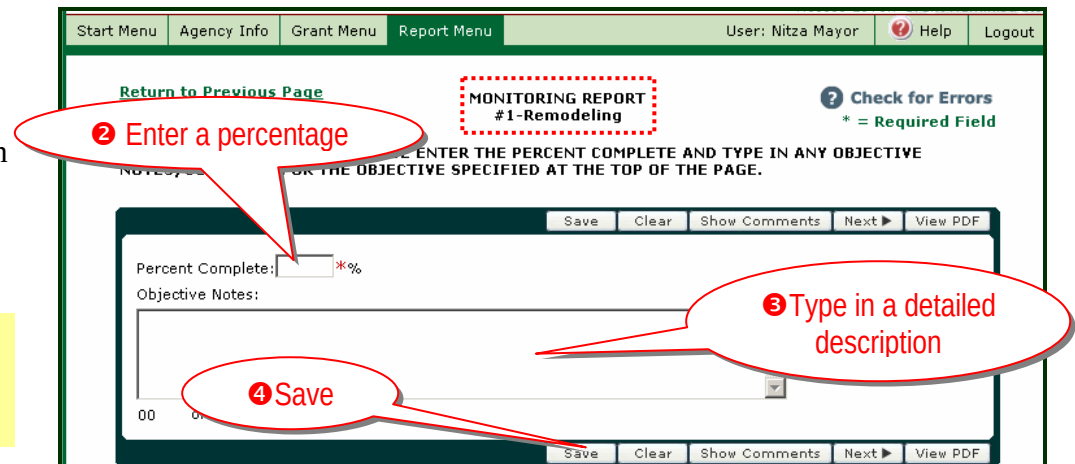


The screenshot shows the 'Grant Report' screen. On the left, under 'General Information', it displays 'Grant #: 2005-02352-04023-00', 'Report Title: Objectives Monitoring Report', 'Status: Progress Report Initiated', 'Due Date: 3/31/2005', and 'Period: 01/01/2005 - 03/31/2005'. On the right, under 'Grant Report: Forms', there is a tree view with 'Monitoring Report: Objectives' expanded, showing a list of objectives: '#1-Remodeling', '#2-Safety', '#3-Amenities', and '#6-Windows'. A red callout bubble points to '#1-Remodeling' with the text '❶ Click on an objective'. At the top right, there are buttons for 'Submit' and 'Delete'. A 'Legend' at the bottom indicates 'Application Form' and 'Last Page Visited'.

At the **Monitoring Report** screen, the objective that you are reporting will appear directly below the heading **Monitoring Report**.

Enter the percentage ❷ of this objective that has been completed, type in comments ❸ about this objective, and click **Save**. ❹

Use the Next button to move from Objective to Objective, filling out the forms sequentially.



The screenshot shows the 'MONITORING REPORT #1-Remodeling' screen. At the top, there is a 'Return to Previous Page' link and a 'Check for Errors' button. Below the heading, it says 'ENTER THE PERCENT COMPLETE AND TYPE IN ANY OBJECTIVE FOR THE OBJECTIVE SPECIFIED AT THE TOP OF THE PAGE.' There is a 'Percent Complete:' field with a red asterisk and a '%' sign. Below it is an 'Objective Notes:' text area. At the bottom, there are buttons for 'Save', 'Clear', 'Show Comments', 'Next', and 'View PDF'. A red callout bubble points to the 'Percent Complete' field with the text '❷ Enter a percentage'. Another red callout bubble points to the 'Objective Notes' text area with the text '❸ Type in a detailed description'. A third red callout bubble points to the 'Save' button with the text '❹ Save'.

After saving, you will receive a message across the top of the screen that reads, “Your Information has been saved. If you make additional changes to this page, please remember to click Save.”

If you defined more than one objective, go on to the next objective/goal form by clicking **Next**.

Repeat this procedure until you have reported the status of all your objectives.

Check for Errors, ❶ correct any errors or omissions (if necessary), and click **Save**. ❷

The Progress Report is ready for submission to DCA. To submit the report, return to the **Report Menu** by clicking **Report Menu** ❸ in the task bar.

Submitting the Progress Report

At the **Report Menu** page, click **Submit**. ❹

The system will prompt you to confirm your submission—click **OK**.

Only the Agency's Grant Administrator or DCA's Grant Manager can actually submit the Progress Report to DCA.

This screenshot shows the 'MONITORING REPORT #6-Windows' form. At the top, a green message bar states: 'Your information has been saved. If you make additional changes to this page, please remember to click Save.' The task bar at the top includes 'Start Menu', 'Agency Info', 'Grant Menu', 'Report Menu', 'User: Nitza Mayor', 'Help', and 'Logout'. A red callout ❸ points to the 'Report Menu' button. Another red callout ❶ points to a 'Check for Errors' link with an asterisk indicating a required field. A third red callout ❷ points to the 'Save' button. The form contains a 'Percent Complete' field with the value '75', an 'Objective Notes' text area with the text 'Most of the windows have been installed', and a character count '039 of 4000 Characters*'. A yellow box at the bottom right contains the text: 'If you've completed the last form in your Progress Report, you won't see a Next button on the screen.'

This screenshot shows the 'Grant Report' submission page. The top header includes the 'NJ DCA SAGE' logo and grant details: 'Grant #: 2005-02352-04022-00', 'Grantee: 1 Great Town', 'Status: Grant Executed', and 'Access Level: Grant Administrator'. The task bar shows 'Start Menu', 'Agency Info', 'Grant Menu', 'Report Menu', 'User: Vicky Mayor', 'Help', and 'Logout'. The main content area has a 'Grant Report' section with 'Grant #: 2005-02352-04022-00' and 'General Information' including 'Report Title: Objectives Monitoring Report', 'Status: Progress Report Initiated', 'Due Date: 3/31/2005', and 'Period: 01/01/2005 - 03/31/2005'. To the right, there is a 'Final report' section with radio buttons for 'Yes' and 'No', and a 'Grant Report: Forms' section with a 'Collapse Entire Tree' link. A red callout ❹ points to the 'Submit' button. At the bottom, there is a 'Check Errors' link and an 'Application Form' link.

You will receive a message across the top of the screen which reads; “*You have submitted this progress report for approval.*”

The screenshot displays the NJDCA SAGE web application. At the top right, it shows the Grant #: 2005-02352-04023-00, Grantee: 1 Great Town, Status: Grant Executed, and Access Level: Grant Administrator. The user is identified as Nitza Mayor. A navigation bar includes links for Start Menu, Agency Info, Grant Menu, Report Menu, User, Help, and Logout. A green banner at the top of the main content area reads: "You have submitted this progress report for approval." Below this, the "Grant Report" section is active, showing details for Grant #: 2005-02352-04023-00. The "General Information" box lists: Report Title: Objectives Monitoring Report, Status: Progress Report Approval Required, Due Date: 3/31/2005, and Period: 01/01/2005 - 03/31/2005. To the right, the "Final report:" field has radio buttons for "Yes" and "No", with "No" selected. Below this is the "Grant Report: Forms" section, which includes a "Collapse Entire Tree" link and a tree view showing "Monitoring Report: Objectives" with sub-items: #1-Remodeling, #2-Safety, #3-Amenities, and #6-Windows, each with a green checkmark icon.

Modifications Required

After your report is submitted, DCA will review it. DCA may determine that your report needs modifications before it can be accepted and approved. If this occurs, the report will appear on both your **Task List** and the **Report Menu** with the status of **Progress Report Modifications Required**. Click on the Monitoring Report number.

The terms Progress Report and Monitoring Report mean the same thing.

The screenshot shows the "Task List: Actions Required" section. It features a "Collapse Entire Tree" link and a tree view structure. The tree includes "Applications", "Grants", and "Progress Reports". Under "Progress Reports", there is a sub-item "Progress Report Modifications Required", which is highlighted in green. Below this, there is a sub-item "Objectives Monitoring Report", which is also highlighted in green. At the bottom of this tree, a specific report is listed: "2005-02352-04022-00: 03/01/2005 - 06/30/2005".

1 Click on the number

You will be brought to the **Report Menu** screen.
The reason(s) that your report needs modifications will be shown at the bottom of the page. ❷ Click on the goal/objective form. ❸

The screenshot shows the 'Report Menu' screen in the SAGE system. The top navigation bar includes 'Start Menu', 'Agency Info', 'Grant Menu', and 'Report Menu'. The user is 'Nitza Mayor' with 'Access Level: Grant Administrator'. The main content area is titled 'Grant Report' and includes a 'Submit' button. On the left, under 'General Information', the 'Grant #' is 2005-02352-04023-00, the 'Report Title' is 'Objectives Monitoring Report', the 'Status' is 'Progress Report Modifications Required', the 'Due Date' is 6/30/2005, and the 'Period' is 03/01/2005 - 06/30/2005. On the right, under 'Grant Report: Forms', there is a tree view with 'Monitoring Report: Objectives' expanded, showing four items: '#1-Remodeling', '#2-Safety', '#3-Amenities', and '#6-Windows', each with a green checkmark. A red callout bubble points to the '#1-Remodeling' item with the text '❸ Click on the form.'. At the bottom, a 'Modifications Required' section states 'please submit additional documentation to justify your expenditures'. A red callout bubble points to this section with the text '❷ Why the report needs modifications'. The footer indicates 'Powered by IntelliGrants' and '© Copyright 2000-2005 Agate Software'.

Access Level: Grant Administrator
User: Nitza Mayor Help Logout

Start Menu Agency Info Grant Menu Report Menu

Grant Report Submit

Grant #: 2005-02352-04023-00

General Information

Report Title: Objectives Monitoring Report
Status: Progress Report Modifications Required
Due Date: 6/30/2005
Period: 03/01/2005 - 06/30/2005

Final report: ☐ Yes ☒ No

Grant Report: Forms

▲ Collapse Entire Tree ▲

Monitoring Report: Objectives

- ✓ #1-Remodeling
- ✓ #2-Safety
- ✓ #3-Amenities
- ✓ #6-Windows

Application Form ✓ No Errors
← Last Page Visited

Modifications Required: please submit additional documentation to justify your expenditures

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To see the reviewer's notes about the form, click **Show Comments**. ❶

Enter the appropriate changes. When finished, click **Save**. ❷ Next, click **Check for Errors**. ❸

If you have made any changes, making your form error-free, click **Save** ❷ again.

If more than one of your forms needs modification, go on to the next objective/goal form by clicking **Next**. Repeat this procedure until you have reported the status of all your objectives.

Make sure you save each of the forms and check for errors.

The screenshot shows the 'MONITORING REPORT #10-abc' form. At the top, there is a navigation bar with 'Start Menu', 'Agency Info', 'Grant Menu', and 'Report Menu'. The user is 'Vicky Mayor'. The form has a 'Return to Previous Page' link and a 'Check for Errors' button. Below the title, there is a section for 'Grant Staff Review' with a table of 'General Comments'. The table has columns for 'Date', 'Submitted By', 'Mods Req'd?', and 'Comments'. The first row shows '06/17/2005', 'Julio Manager', a checked box, and 'no'. Below the table, there is a 'Percent Complete' field with a value of '80'. At the bottom, there is a 'Save' button and a 'Show Comments' button. Callouts point to the 'Return to Report Menu' button (❶), the 'Check for Errors' button (❷), the 'Save' button (❸), and the 'Show Comments' button (❹).

The progress report is ready for re-submission. To re-submit the report, return to the Report Menu by clicking **Report Menu** ❹ in the task bar.

At the **Report Menu** page, click **Submit**. ❺

The screenshot shows the 'Grant Report' form. At the top, there is a navigation bar with 'Start Menu', 'Agency Info', 'Grant Menu', and 'Report Menu'. The user is 'Vicky Mayor'. The form has a 'Submit' button and a 'Delete' button. Below the title, there is a section for 'General Information' with fields for 'Report Title', 'Status', and 'Due Date'. The 'Report Title' is 'Objectives Monitoring Report', the 'Status' is 'Progress Report Initiated', and the 'Due Date' is '3/31/2005'. Below this, there is a section for 'Grant Report: Forms' with a 'Collapse Entire Tree' link and a list of forms, including '#10-abc'. A callout points to the 'Submit' button (❺).

Progress Report Approval

After a Progress Report is submitted, its status is **Progress Report Approval Required**, and it will not be listed in your **Task List**. To check on the report's status, go to the **Grant Menu**. The report's status will be displayed on the right side of the screen.

After the Progress Report has been approved, the new status of your report—**Progress Report Approved** will appear on your Grant Menu. This is the last step in the process for this report.

As additional reports are due, return to the **Progress Reports** section on the left side of the **Grant Menu** and repeat the process of creating, submitting, and possibly revising your next report.

The screenshot displays the SAGE system interface for a specific grant. At the top, the NJ DCA SAGE logo is visible. The header includes the grant number (2005-02352-04022-00), the grantee (1 Great Town), the status (Grant Executed), and the access level (Grant Administrator). The user is identified as Vicky Mayor. The main content area is titled 'Balanced Housing NPP 2005 Grant' and includes buttons for 'Amend Grant' and 'Revise Grant'. The 'General Information' section shows the term (1/1/2005 - 12/31/2005), amount (\$1,000,000.00), available balance (\$1,000,000.00), cash on hand (\$0.00), and status (Grant Executed). The 'Agency Information' section includes a link to 'View Grantee Information'. The 'Grant: Related Items' section on the right lists 'Budget Overview', 'Progress Reports', and 'Progress Report Approved'. The 'Progress Report Approved' item is further detailed with 'Objectives Monitoring Report' and two periods: '01/01/2005 - 03/31/2005' and '03/01/2005 - 06/30/2005 (Final)'. The 'Final' status is highlighted with a red dashed box.

Additional Navigational Tips for submitting Progress Reports

The SAGE system offers more than one way to view or access your Progress Reports. In addition to accessing the reports at the **Grants Menu**, you may access reports that require action (Progress Reports Initiated, or Progress Reports Modifications Required) in the **Task List** of your **Start Menu**.

Click on any of the **Progress Reports** listed on the bottom of the Task List and you will be taken directly to the **Report Menu**, bypassing the **Grant Menu**.

Additionally, you may access your reports from the right side of the **Grant Menu** screen under **Grant: Related Items**. This list will include the same items listed on your **Task List** in the **Start Menu**—items requiring action from you. This list will also include reports that do not require action from you, such as a Progress Report that has been submitted and is waiting to be approved.

Quarterly and Final Reports

How often reports are submitted depends on the DCA Grant Program. Some programs require monthly reports; others require quarterly reports. All programs require final reports. If you have a grant with an Optional Component, you will be required to submit reports for those components as well. Sometimes, different components (for the same grant) will have different reporting frequencies

and periods. You may be submitting monthly reports for one component and quarterly reports for another. The SAGE system will prompt you for *all* reports that are required.

To submit a Quarterly or a Final Report go to the **Reports Menu** and click on the grant. This will take you to a screen with a link for **Quarterly Forms** (reports) and **Final Forms** (reports). Click on **Quarterly Form**, this will take you to a form that will prompt you to upload various documents to update the status of your project. Fill out this form and click **Save**.

When your project is completed, go back to the **Report Menu** and select **Final Form** from the **Grant Report: Forms** menu. Fill out this form and click **Save**. A banner will say, “*You have submitted this program report for approval.*”

Submitting a Financial Status Report

What is an FSR?

In order to receive grant funds from the Department of Community Affairs (DCA), agencies must submit Financial Status Reports (FSRs). Only agency personnel with a grant security level of **Grant Administrator** or **Financial Officer** may create and/or submit FSRs.

The program requirements of the Grant determine the type of FSRs that the agency will use. Some programs specify Draws, while other programs stipulate Advances (for the first payment, followed by Expense Reports for subsequent payments).

- To determine which method to use, an agency can check the Grant Contract or contact the Grant Manager.

FSR Type	Description
Draw	Draws are predetermined percentages of a grant. An agency whose Grant Contract includes a Drawdown Schedule will use Draws to obtain funds periodically on a pre-determined timetable.
Advance	Advances are disbursements of funds from DCA to grantees that help cover “startup” project costs. When Grant Contracts include Advances, grantees submit Advance Requests to obtain one-time payments representing a percentage of the total grant.
Expense Report	An Expense Report is used to request reimbursement of expended Grant funds, and to report match (other) funds that have been expended on a project. Grantees use Expense Reports to document expenditures after they have received Advances from DCA.

Draws, Expense Reports, and Advances are all called “Financial Status Reports” (FSRs) in the SAGE system and, although they are different from each other, all FSRs go through the same basic DCA approval process.

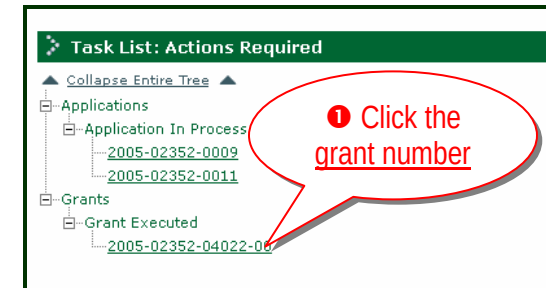
SAGE notifies grantees in their Task Lists when Expense Reports are due.

Getting Started

Log into SAGE.

Go to **Grant Executed** under **Grants** in the **Task List** and click on the appropriate grant number ❶ to prepare your report.

You will be brought to the **Grant Menu**.

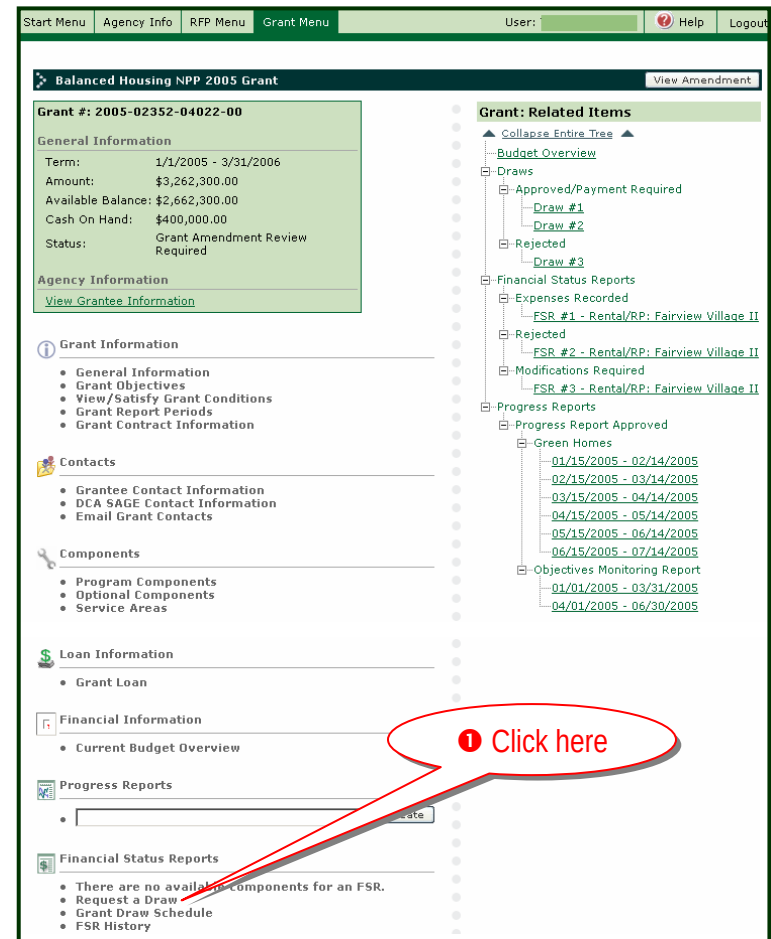


Requesting a Draw

If you have been awarded a grant with a defined drawdown schedule, you will use Draw Requests to collect the appropriate drawdown amounts.

To create a Draw Request, at the SAGE **Grant Menu**, scroll down to **Financial Status Reports** and click **Request a Draw**. ❶

This will take you to the **Financial Status Report/Payment Request – Draw Request** screen.



At the **Financial Status Report/Payment Request – Draw Request** screen, click the **Edit** ❶ button to activate the fields.

Back to Grant Menu FINANCIAL STATUS REPORT/PAYMENT REQUEST ? Check for Errors Draw #: 1

Draw Request Submit Edit Delete View PDF

Grant Information	Report Information
Grantee: 1 Great Town	Main Contact: Vicky Mayor
Grant #: 2005-02352-04022-00	Request #: 1
Award Amount: \$1,000,000.00	Status: Initiated
Term: 1/1/2005 to 12/31/2005	Payee Reference:

Comments to the Review Team from the Grantee:
No comments have been made.

Cash on Hand	Award Remaining	Allowable Draw	Draw Request
\$0.00	\$1,000,000.00	\$25,000.00	\$0.00

Select the name of your agency's **Main Contact** ❷ from the pull down list.

Back to Grant Menu FINANCIAL STATUS REPORT/PAYMENT REQUEST ? Check for Errors Draw #: 1

Draw Request Save Cancel View PDF

Grant Information	Report Information
Grantee: 1 Great Town	Main Contact: ❷ Mayor, Vicky *
Grant #: 2005-02352-04022-00	Request #: 1
Award Amount: \$1,000,000.00	Status: Initiated
Term: 1/1/2005 to 12/31/2005	Payee Reference: *

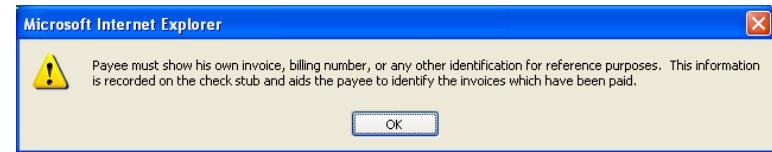
Comments to the Review Team from the Grantee:
00 of 500 Characters

Cash on Hand	Award Remaining	Allowable Draw	Draw Request
\$0.00	\$1,000,000.00	\$1,000,000.00	\$0.00

* = Required Field

As soon as you click in the **Payee Reference** field, ❶ a box appears explaining that the data you enter in this field will be included on the check from DCA to your agency, enabling you to apply the funds appropriately.

Click **OK**.



Enter your reference information in the **Payee Reference** field. ❶

Type your comments (if any) in the field labeled **Comments to the Review Team from the Grantee**. ❷

Enter the dollar amount you are requesting in the **Draw Request** ❸ field. The **Draw Request** must *not* exceed the **Allowable Draw** amount.

Click **Save**. ❹

Click **Check for Errors** ❺ to confirm your work. If SAGE reports errors, correct them and click **Save**. ❹

A screenshot of the SAGE Financial Status Report/Payment Request form. The form is titled "FINANCIAL STATUS REPORT/PAYMENT REQUEST" and has a "Back to Grant Menu" link. It includes a "Draw Request" tab and a "Check for Errors" button. The form is divided into two main sections: "Grant Information" and "Report Information". The "Grant Information" section includes fields for "Grantee", "Grant #", "Award Amount", and "Term". The "Report Information" section includes fields for "Main Contact", "Request #", "Status", and "Payee Reference". The "Payee Reference" field is marked with a red ❶. Below these sections is a "Comments to the Review Team from the Grantee" text area, marked with a red ❷. At the bottom, there is a table with four columns: "Cash on Hand", "Award Remaining", "Allowable Draw", and "Draw Request". The "Draw Request" column has a value of "\$0.00" and is marked with a red ❸. A "Save" button is marked with a red ❹. A "Check for Errors" button is marked with a red ❺. A legend at the bottom right indicates that "*" denotes a required field.

When you are ready to submit the **Draw Request** to DCA, click the **Submit** button. ❶

The screenshot shows a web form titled "FINANCIAL STATUS REPORT/PAYMENT REQUEST". At the top left is a link "Back to Grant Menu" and at the top right is a link "? Check for Errors". Below the title is a "Draw Request" tab and a "Draw #: 1" dropdown menu. A red callout bubble with the number ❶ and the word "Submit" points to the "Submit" button in the top right corner of the form. The form contains two sections: "Grant Information" and "Report Information".

Grant Information	
Grantee:	1 Great Town
Grant #:	2005-02352-04022-00
Award Amount:	\$1,000,000.00
Term:	1/1/2005 to 12/31/2005
Comments to the Review Team from the Grantee: No comments have been made.	

Report Information	
Main Contact:	Vicky Mayor
Request #:	1
Status:	Initiated
Payee Reference:	

Cash on Hand	Award Remaining	Allowable Draw	Draw Request
\$0.00	\$1,000,000.00	\$1,000,000.00	\$0.00

You will be prompted to enter your SAGE password ❷ to confirm your submission.

Type in your SAGE password and click **OK**. ❸

To print a Voucher, refer to [Generating and Printing a Voucher](#).

❷ Password

The screenshot shows a dialog box titled "Enter Your Password - Microsoft Internet Explorer provid...". The dialog box has a green background and contains the text "SUBMIT THIS REPORT" and "Are you sure you want to submit this Financial Status Report?". Below this text is a text input field labeled "Enter your password:". A red callout bubble with the number ❷ and the word "Password" points to the input field. At the bottom of the dialog box are "OK" and "Cancel" buttons.

Draw Status

The Draw Request now has the status of
Submitted/Review Required.

The screenshot displays the SAGE system interface for managing grants. The top navigation bar includes 'Start Menu', 'Admin', 'RFP Menu', 'Grant Menu', 'User: Michael Cannon', 'Help', 'Notes', and 'Logout'. The main content area is titled 'Balanced Housing NPP 2005 Grant' and includes buttons for 'Amend Grant' and 'Revise Grant'.

Grant #: 2005-02352-2525-00

General Information

Term:	9/1/2004 - 8/31/2006
Amount:	\$485,664.00
Available Balance:	\$485,664.00
Cash On Hand:	\$0.00
Status:	Grant Executed

Agency Information

[View Grantee Information](#)

Grant: Related Items

- [Collapse Entire Tree](#)
- Budget Overview**
- Draws
 - Submitted/Review Required
 - Draw #1
- Progress Reports
 - Progress Report Approval Required
 - Objectives Monitoring Report
 - 08/15/2005 - 09/15/2005

Grant Information

- General Information
- Grant Objectives
- View/Satisfy Grant Conditions

Requesting an Advance

Some of DCA's grant programs allow for an advance of funds to cover project start-up costs. An Advance is a request for funds from DCA that have not yet been expended.² Check your Grant Contract to see if your grant allows Advances.

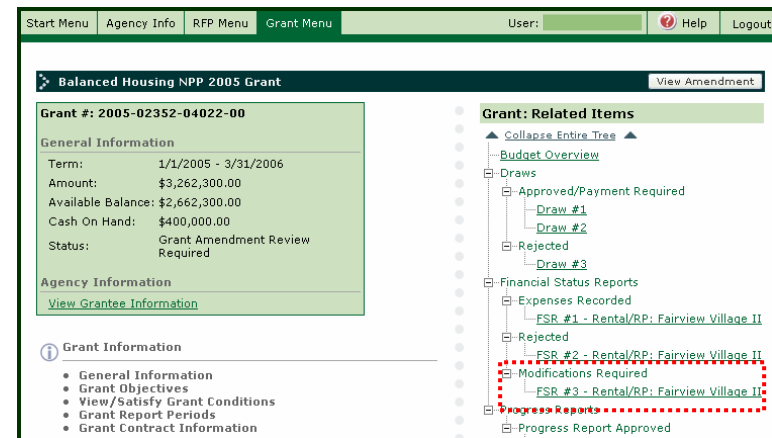
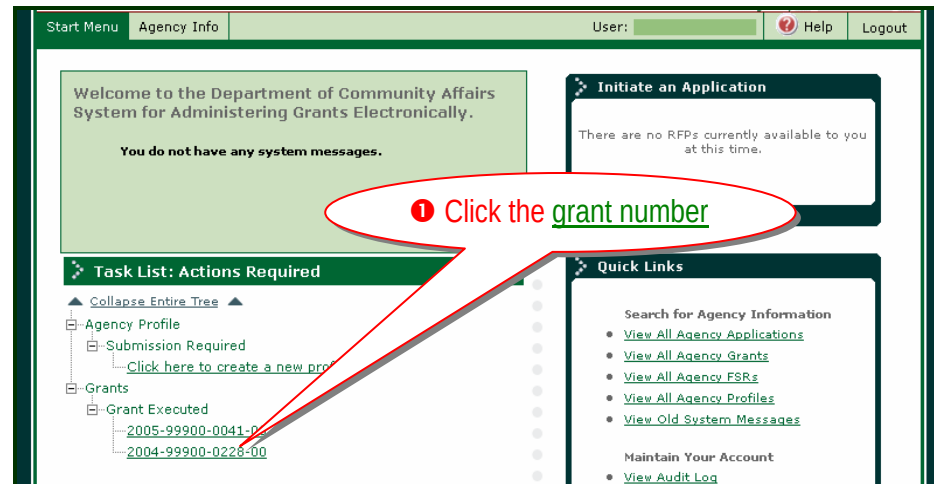
In some DCA programs, the DCA Grant Manager may initiate an Advance for the grantee. Contact your Grant Manager before submitting an Advance Request.

To request an Advance, at the **Start Menu**, click on the grant number. ¹

You will be taken to the **Grant Menu** page.

You cannot initiate an Advance Request if your agency has another Financial Status Report (Draw, Advance, or Expense Report) in the process of being reviewed, approved, modified, and/or awarded.

To see if you have any outstanding FSRs, check the **Grant: Related Items** section on the right side of the **Grant Menu** screen.



² An Advance request may also be used to refund unspent monies to DCA.

If you have no other Financial Status Reports pending, at the **Grant Menu**, scroll down to the **Financial Status Reports** section and click **Request an Advance**. ①

This will take you to the **Financial Status Report/Payment Request** page.

The screenshot displays the SAGE system's Grant Menu. At the top, a green box contains financial data: Amount: \$52,500.00, Available Balance: \$26,250.00, Cash On Hand: \$26,250.00, and Status: Grant Executed. Below this is a section for Agency Information with a link to View Grantee Information. The main menu is organized into several categories: Grant Information (General Information, Grant Objectives, View/Satisfy Grant Conditions, Grant Report Periods, Grant Contract Information), Contacts (Grantee Contact Information, DCA SAGE Contact Information, Email Grant Contacts), Components (Program Components, Optional Components, Service Areas), Financial Information (Current Budget Overview), Progress Reports (There are no reports available), Financial Status Reports (Expense Report, Request an Advance, FSR History), and History (Grant Amendments/Revisions). A red dashed box highlights the 'Financial Status Reports' section, and a red callout bubble with the text '① Click Request an Advance' points to the 'Request an Advance' link. In the top right corner, there are links for Advance Requests, Payment Complete, and Advance #1.

Amount:	\$52,500.00
Available Balance:	\$26,250.00
Cash On Hand:	\$26,250.00
Status:	Grant Executed

Agency Information
[View Grantee Information](#)

Grant Information

- General Information
- Grant Objectives
- View/Satisfy Grant Conditions
- Grant Report Periods
- Grant Contract Information

Contacts

- Grantee Contact Information
- DCA SAGE Contact Information
- Email Grant Contacts

Components

- Program Components
- Optional Components
- Service Areas

Financial Information

- Current Budget Overview

Progress Reports

- There are no reports available

Financial Status Reports

- Expense Report
- Request an Advance**
- FSR History

History

- Grant Amendments/Revisions

Advance Requests
Payment Complete
[Advance #1](#)

At the **Financial Status Report/Payment Request – Advance Request** page, click the **Edit** ❶ button to activate the fields.

Back to Grant Menu FINANCIAL STATUS REPORT/PAYMENT REQUEST ? Check for Errors

Advance #: 2

Advance Request Submit Edit Delete View PDF

Grant Information

Grantee: /
Grant #: 2005-99900-0041-00
Award Amount: \$52,500.00
Term: 10/8/2004 to 4/8/2006

Report Information

Main Contact:
Request #: 2
Status: Initiated
Payee Reference:

Comments to the Review Team from the Grantee:
No comments have been made.

Cash on Hand	Award Remaining	AvailableAdvance	Requested Advance
\$26,250.00	\$26,250.00	\$26,250.00	\$0.00

Select the name of your agency's **Main Contact** ❷ from the pull down list.

Advance Request Save Cancel View PDF

Grant Information

Grantee:
Grant #: 2005-99900-0041-00
Award Amount: \$52,500.00
Term: 10/8/2004 to 4/8/2006

Report Information

Main Contact: ❷ : *
Request #: 2
Status: Initiated
Payee Reference: 554321 *

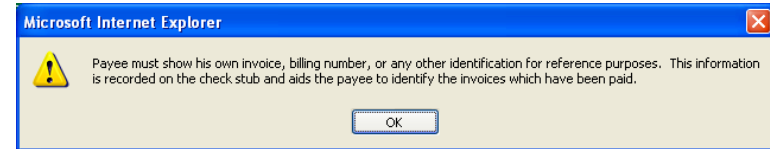
Comments to the Review Team from the Grantee:
Comments here
13 of 500 Characters*

Cash on Hand	Award Remaining	AvailableAdvance	Requested Advance
\$26,250.00	\$26,250.00	\$26,250.00	\$10,000.00

* = Required Field

As soon as you click in the **Payee Reference** field, ❶ a box appears explaining that the data you enter in this field will be included on the check from DCA to your agency, enabling you to apply the funds appropriately.

Click **OK**.



Enter a **Payee Reference**. ❶

Type your comments (if any) in the field labeled **Comments to the Review Team from the Grantee**. ❷

Enter the dollar amount you are requesting in the **Requested Advance** ❸ field. The **Requested Advance** must *not* exceed the **Available Advance** amount.

Click **Save**. ❹

A screenshot of the "Advance Request" web form. The form has a title bar with "Advance Request" and buttons for "Save", "Cancel", and "View PDF". It is divided into two main sections: "Grant Information" and "Report Information".
Under "Grant Information", there are fields for "Grantee:", "Grant #:", "Award Amount:", and "Term:".
Under "Report Information", there are fields for "Main Contact:", "Request #:", "Status:", and "Payee Reference:". The "Payee Reference" field is marked with a red asterisk and a red circle ❶.
Below these sections is a text area labeled "Comments to the Review Team from the Grantee:" with a sub-label "Comments here" and a red circle ❷. It shows "13 of 500 Characters*".
At the bottom, there is a table with four columns: "Cash on Hand", "Award Remaining", "Available Advance", and "Requested Advance". The "Requested Advance" column has a red circle ❸ next to its value "\$10,000.00".
A red circle ❹ is placed above the "Save" button in the top right corner.
A legend at the bottom right states "* = Required Field".

Cash on Hand	Award Remaining	Available Advance	Requested Advance
\$26,250.00	\$26,250.00	\$26,250.00	\$10,000.00

Click **Check for Errors** ❶ to confirm your work. If SAGE reports errors, click **Edit** ❷ to correct the errors and resave.

When you are ready to submit the Advance Request to DCA, click the **Submit** ❸ button.

The screenshot shows the 'FINANCIAL STATUS REPORT/PAYMENT REQUEST' form. At the top right is a green button labeled 'Check for Errors' with a question mark icon. Below it is a dropdown menu for 'Advance #: 2'. The form is divided into two main sections: 'Grant Information' and 'Report Information'. The 'Grant Information' section includes fields for Grantee, Grant #, Award Amount, and Term. The 'Report Information' section includes fields for Main Contact, Request #, Status, and Payee Reference. At the bottom of the form is a table with four columns: 'Cash on Hand', 'Award Remaining', 'Available Advance', and 'Requested Advance'. The 'Submit' button is located at the top right of the form, next to 'Edit' and 'Delete' buttons. Red callouts with numbers ❶, ❷, and ❸ point to the 'Check for Errors', 'Edit', and 'Submit' buttons respectively.

Cash on Hand	Award Remaining	Available Advance	Requested Advance
\$26,250.00	\$26,250.00	\$26,250.00	\$10,000.00

You will be prompted to enter your SAGE password ❶ to confirm your submission.

Type in your SAGE password and click **OK**. ❷

To print a Voucher, refer to [Generating and Printing a Voucher](#).

The screenshot shows a password confirmation dialog box titled 'SUBMIT THIS REPORT'. The text inside asks 'Are you sure you want to submit this Financial Status Report?'. Below the text is a password input field labeled 'Enter your password:' with a masked password '.....'. At the bottom of the dialog are 'OK' and 'Cancel' buttons. Red callouts with numbers ❶ and ❷ point to the password input field and the 'OK' button respectively.

Advance Status

At the **Grant Menu**, on the right side of the screen, under **Grant: Related Items** – [Budget Overview](#), your **Advance Request** (Advance #2 in this illustration) has the status of **Submitted/Review Required**.

Your **Advance Request** will be reviewed by DCA and you will be notified of their decision.

After the Advance has been approved and the status has been changed to **Payment Complete**, you will submit an **Expense Report**.

The screenshot displays the 'Smart Future 2005 Grant' interface. The top navigation bar includes 'Start Menu', 'Agency Info', 'Grant Menu', 'User: Robert Altenkirch', 'Help', and 'Logout'. The main content area is divided into two panels. The left panel, titled 'Grant #: 2005-99900-0041-00', contains 'General Information' and 'Agency Information'. The 'General Information' section lists: Term: 10/8/2004 - 4/8/2006, Amount: \$52,500.00, Available Balance: \$26,250.00, Cash On Hand: \$26,250.00, and Status: Grant Executed. The 'Agency Information' section has a link 'View Grantee Information'. The right panel, titled 'Grant: Related Items', shows a tree structure with 'Collapse Entire Tree' at the top. The tree includes 'Budget Overview', 'Advance Requests', 'Payment Complete', 'Advance #1', 'Submitted/Review Required' (highlighted with a red dashed box), and 'Advance #2'.

Expense Reports

To create an Expense Report, at the **Grant Menu**, under **Financial Status Reports**, select the appropriate Financial Status Report from the drop down list ❶ in the **Expense Reports** field.

Click **Create**. ❷

Click **OK** at the confirmation box.

The **Financial Status Report/Payment Request** screen will be displayed.

Start Menu Admin RFP Menu Grant Menu User: Richard Montemore Help Notes Logout

Balanced Housing NPP 2004 Grant Amend Grant Revise Grant

Grant #: 2004-02352-1981-00

General Information

Term: 7/1/2004 - 6/30/2007

Amount: \$865,500.00

Available Balance: \$865,500.00

Cash On Hand: \$0.00

Status: Grant Executed

Agency Information

[View Grantee Information](#)

Grant: Related Items

[Collapse Entire Tree](#)

[Budget Overview](#)

Grant Information

- General Information
- Grant Objectives
- View/Satisfy Grant Conditions
- Grant Report Periods
- Grant Contract Information

Contacts

- Grantee Contact Information
- DCA SAGE Contact Information
- Email Grant Contacts

Components

- Program Components
- Optional Components
- Service Areas

Loan Information

- Grant Loan

Financial Information

- Current Budget Overview
- Grant Component Funding Accounts
- Grant Orders

Progress Reports

- There are no reports available

Financial Status Reports

- Expense Report
- Give an Advance or Request a Refund
- Grant Draw Schedule
- FSR History

History

- Grant Amendments/Revisions
- Grant Status History

Two forms are associated with an Expense Report—**Expense Summary** and **Expense Detail**.

The **Expense Summary** tab will be selected by default. The **Grant Information** section displays general information about the grant. The **Main Contact**, **Final Report**, and **Current Reporting Period** are editable fields and must be completed before the Expense Report can be submitted.

The project budget area shows the—

- total award and match/leverage amounts for each budget item
- previously expended award and match/leverage amounts for each budget item
- award and match/leverage amount balances remaining for each budget item
- award and match/leverage amount current period expenses for each budget item

This screen shows the total requested amount by category. These amounts are calculated using the data that was entered in your expense detail.

Grant #: 2005-02352-04022-00
Grantee: 1 Great Town
Status: Grant Executed
Access Level: Grant Administrator

User: Vicky Mayor Help Logout

Back to Grant Menu FINANCIAL STATUS REPORT/PAYMENT REQUEST ? Check for Errors

Rental/PHH: APT - FSR #: 1

Expense Summary Expense Detail Submit Edit Delete View PDF

Grant Information

Grantee: 1 Great Town
Grant #: 2005-02352-04022-00
Award Amount: \$1,000,000.00
Term: 1/1/2005 to 12/31/2005

Report Information

Main Contact: Vicky Mayor
Request #: 1
Final Report:
Status: Initiated
Payee Reference:
Current Report Period: to

Comments to the Review Team from the Grantee:
No comments have been made.

BUDGET ITEMS	BUDGET TOTAL		PREVIOUS EXPENSES		BUDGET REMAINING		CURRENT PERIOD EXPENSES	
	Award	Other	Award	Other	Award	Other	Award	Other
Construction: On-Site Improvements	\$1,000,000.00	\$500,000.00	\$0.00	\$0.00	\$1,000,000.00	\$500,000.00	\$0.00	\$0.00
TOTALS	\$1,000,000.00	\$500,000.00	\$0.00	\$0.00	\$1,000,000.00	\$500,000.00	\$0.00	\$0.00
Cash on Hand Remaining to Spend Down					\$1,000,000.00	Minus Cash on Hand to Spend Down		\$0.00
AWARD REMAINING					\$0.00	AMOUNT TO BE PAID		\$0.00

At the **Financial Status Report/Payment Request** screen (with the **Expense Summary** tab still selected), click **Edit** ❶ to activate the fields.

Start Menu Agency Info Grant Menu User: Vicky Mayor Help Logout

[Back to Grant Menu](#) FINANCIAL STATUS REPORT/PAYMENT REQUEST ? Che

Rental/PHH: []

Expense Summary Expense Detail Submit Edit Delete View PDF

Grant Information Report Information

Grantee: 1 Great Town Main Contact: Vicky Mayor

Select the **Main Contact** ❷ from the pull down list.

Click either **Yes** or **No** to indicate whether this is your **Final Report**. ❸ (“final” FSR cannot be submitted unless your agency has spent all of the cash-on-hand).

Expense Summary Expense Detail Save Cancel View PDF

Grant Information Report Information

Grantee: 1 Great Town Main Contact: Mayor, Vicky * ❷

Grant #: 2005-02352-04022-00 Request #: 1

Award Amount: \$1,000,000.00 Final Report: ❸ ☐ Yes ☐ No*

Term: 1/1/2005 to 12/31/2005 Status: Initiated

Payee Reference: *

Current Report Period: * to *

Comments to the Review Team from the Grantee:

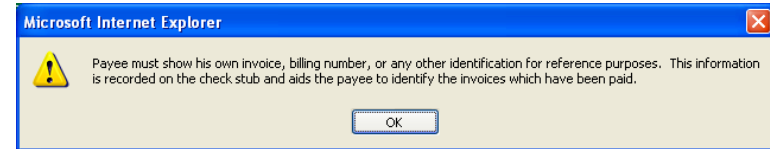
00 of 500 Characters

BUDGET ITEMS	BUDGET TOTAL		PREVIOUS EXPENSES		BUDGET REMAINING		CURRENT PERIOD EXPENSES	
	Award	Other	Award	Other	Award	Other	Award	Other
Construction: On-Site Improvements	\$1,000,000.00	\$500,000.00	\$0.00	\$0.00	\$1,000,000.00	\$500,000.00	\$0.00	\$0.00
TOTALS	\$1,000,000.00	\$500,000.00	\$0.00	\$0.00	\$1,000,000.00	\$500,000.00	\$0.00	\$0.00
Cash on Hand Remaining to Spend Down					\$1,000,000.00	Minus Cash on Hand to Spend Down		\$0.00
AWARD REMAINING					\$0.00	AMOUNT TO BE PAID		\$0.00

* = Required Field

As soon as you click in the **Payee Reference** field, ❶ a box appears explaining that the data you enter in this field will be included on the check from DCA to your agency, enabling you to apply the funds appropriately.

Click **OK**.



Fill in or modify the **Payee Reference** ❶ and **Current Report Period** ❷ fields.

If you have any information you would like to communicate to your Program Manager, enter the text in the **Comments to the Review Team from the Grantee** ❸ field.

Click **Save** ❹ when you have finished entering information.

Check the **Cash on Hand Remaining to Spend Down** ❺ field to verify your remaining revenue. If this is your first FSR, the full amount from your budget expenses will be remaining.

A screenshot of the "Expense Summary" form in the SAGE system. The form has two tabs: "Expense Summary" (selected) and "Expense Detail". At the top right are buttons for "Save", "Cancel", and "View PDF". The form is divided into two main sections: "Grant Information" and "Report Information".
Under "Grant Information":
- Grantee: 1 Great Town
- Grant #: 2005-02352-04022-00
- Award Amount: \$1,000,000.00
- Term: 1/1/2005 to 12/31/2005
Under "Report Information":
- Main Contact: Mayor, Vicky *
- Request #: 1
- Final Report: Yes No *
- Status: Initiated
- Payee Reference: [text box] ❶ *
- Current Report Period: [text box] * to [text box] * ❷
Below these is a text area for "Comments to the Review Team from the Grantee:" with a character count "00 of 500 Characters" and a red ❸ next to the text box.
At the bottom is a table with budget information:

BUDGET ITEMS	BUDGET TOTAL		PREVIOUS EXPENSES		BUDGET REMAINING		CURRENT PERIOD EXPENSES	
	Award	Other	Award	Other	Award	Other	Award	Other
Construction: On-Site Improvements	\$1,000,000.00	\$500,000.00	\$0.00	\$0.00	\$1,000,000.00	\$500,000.00	\$0.00	\$0.00
TOTALS	\$1,000,000.00	\$500,000.00	\$0.00	\$0.00	\$1,000,000.00	\$500,000.00	\$0.00	\$0.00
Cash on Hand Remaining to Spend Down					\$1,000,000.00	Minus Cash on Hand to Spend Down		\$0.00
AWARD REMAINING					\$0.00	AMOUNT TO BE PAID		\$0.00

A red ❹ is next to the "Save" button, and a red ❺ is next to the "Cash on Hand Remaining to Spend Down" value. A legend at the bottom right states "* = Required Field".

Click the **Expense Detail** ① tab to enter your expenditures for each budget item and also to record match/leverage funds that you have expended.

Select from the pull down lists for **Budget Category**, ② **Item**, ③ and **Budget Column**. ④ *The total requested amount for a specific budget category/column combination cannot be more than the amount remaining for that budget category/column combination.*

Enter the **Date**. ⑤ *Each expense item's date must fall between the report period's begin and end dates.*

Enter the **Description**. ⑥

Add the amount for this detail item in the **Amount Requested** ⑦ field.

When you have finished completing the fields on the **Expense Detail** form. Click **Save**. ⑧

The screenshot shows the 'FINANCIAL STATUS REPORT/PAYMENT REQUEST' form with the 'Expense Detail' tab selected. The form is titled 'Add an Expense Item' and includes a 'Back to Grant Menu' link and a 'Check for Errors' button. The 'Rental/PHH: APT - FSR #: 1' dropdown is visible. The form fields are: 'Budget Category' (dropdown, marked ② and *), 'Item' (dropdown, marked ③), 'Budget Column' (dropdown, marked ④ and *), 'Date' (text field, marked ⑤), 'Description' (text field, marked ⑥, with a character count of 00 of 1000 Characters), and 'Amount Requested' (text field, marked ⑦ and *). The form has 'Save' and 'Cancel' buttons at the bottom right. A legend at the bottom indicates '* = Required Field'.

When all of your expenditures for the reporting period have been entered, click **Check for Errors**. **1**
Correct any errors or omissions and click **Save**. **2**

Start Menu Agency Info Grant Menu User: Vicky Mayor Help Logout

[Back to Grant Menu](#) FINANCIAL STATUS REPORT/PAYMENT REQUEST [Check for Errors](#)

Rental/PHH: APT - FSR #: 1

Expense Summary Expense Detail

Add an Expense Item Save Cancel

Budget Category Construction: On-Site Improvements *

Item (not required)

Budget Column *

Date

Description

00 of 1000 Characters

Amount Requested *

* = Required Field Save Cancel

Expenses incurred during the current report period Edit Delete

Budget Column	Date	Description	Amount Requested
Budget Category: Construction - On-Site Improvements			
Item: WORK			
State Funds			\$500,000.00
TOTAL:			\$500,000.00

Edit Delete

Click the **Expense Summary** **1** tab and click **Submit**. **2**

1 Go back to
Expense Summary

[Back to Grant Menu](#) FINANCIAL STATUS REPORT/PAYMENT REQUEST [Check for Errors](#)

Rental/PHH: APT - FSR #: 1

Expense Summary Expense Detail

Submit Edit Delete View PDF

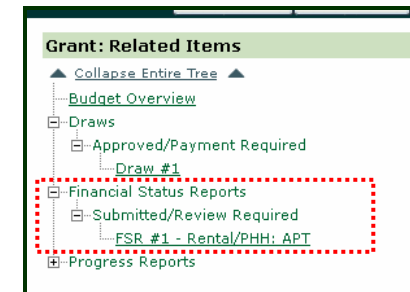
Grant Information		Report Information	
Grantee:	1 Great Town	Main Contact:	Vicky Mayor
Grant #:	2005-02352-04022-00	Request #:	1
Award Amount:	\$1,000,000.00	Final Report:	No
Term:	1/1/2005 to 12/31/2005	Status:	Initiated

You will be prompted to enter your SAGE password to confirm your submission. Type in your SAGE password **1** and click **OK**. **2**



Expense Report Status

Your Expense Report (FSR) now has the status of **Submitted/Review Required**.



Generating and Printing a Voucher

At the **Financial Status Report/Payment Request** screen, click **View PDF** to create a Voucher.

[Back to Grant Menu](#) FINANCIAL STATUS REPORT/PAYMENT REQUEST [? Check for Errors](#)

Draw #: 1

Draw Request | Report Approval

Submit Edit Delete **View PDF**

Grant Information | Report Information

Main Contact: 1
Request #: 1
Status: Initiated
Employee Reference: V-2005-AH794

No comments have been made.

Cash on Hand	Award Remaining	Allowable Draw	Draw Request
\$0.00	\$485,664.00	\$218,500.00	\$218,500.00

If you are submitting a Draw Request, your screen will look like this

[Back to Grant Menu](#) FINANCIAL STATUS REPORT/PAYMENT REQUEST [? Check for Errors](#)

Advance #: 1

Advance Request | Report Approval

Edit **View PDF**

Grant Information | Report Information

Main Contact: 1
Request #: 1
Status: Payment Complete
Employee Reference:

No comments have been made.

Cash on Hand	Award Remaining	Available Advance	Requested Advance
\$0.00	\$661,500.00	\$661,500.00	\$595,350.00

If you are submitting an Advance Request, your screen will look like this

[Back to Grant Menu](#) FINANCIAL STATUS REPORT/PAYMENT REQUEST [? Check for Errors](#)

BH: Imported GRITS Component - FSR #: 1

Expense Summary | Expense Detail | Report Approval

Submit Edit Delete **View PDF**

Grant Information | Report Information

Main Contact: 1
Request #: 1
Status: Initiated
Employee Reference: V-2005-AH794
Report Period: to

Comments to the Review Team from the Grantee:
No comments have been made.

BUDGET ITEMS	BUDGET TOTAL		PREVIOUS EXPENSES		BUDGET REMAINING		CURRENT PERIOD EXPENSES	
	Award	Other	Award	Other	Award	Other	Award	Other
Balanced Housing: OTHER COSTS	\$661,500.00	\$3,841,757.00	\$0.00	\$0.00	\$661,500.00	\$3,841,757.00	\$0.00	\$0.00
TOTALS	\$661,500.00	\$3,841,757.00	\$0.00	\$0.00	\$661,500.00	\$3,841,757.00	\$0.00	\$0.00
Cash on Hand Remaining to Spend Down					\$595,350.00	Minus Cash on Hand to Spend Down		\$0.00
AWARD REMAINING					\$66,150.00	AMOUNT TO BE PAID		\$0.00

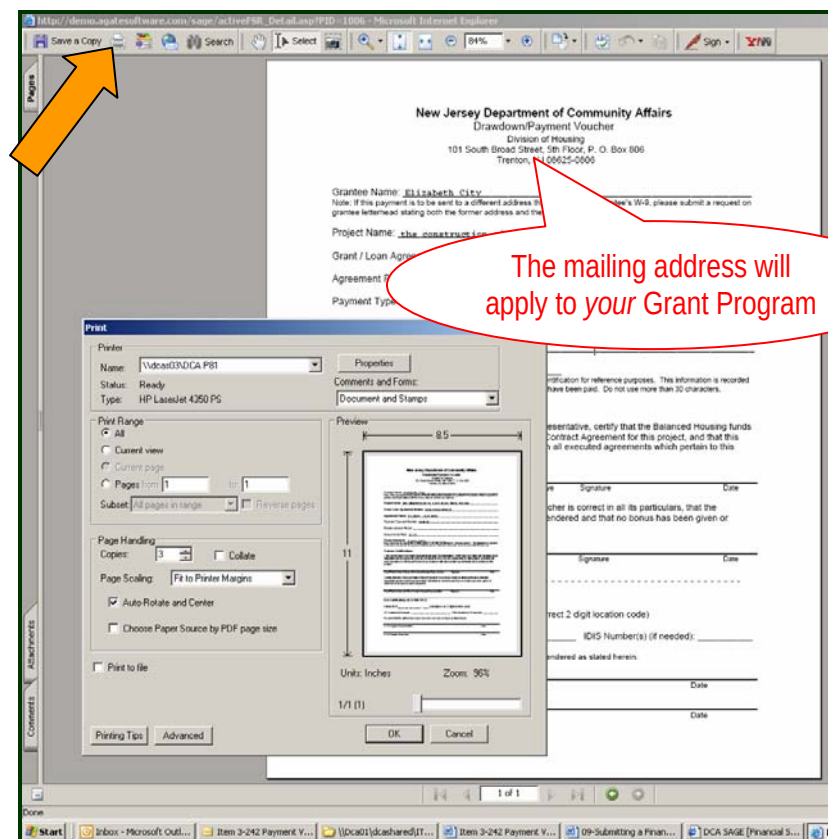
If you are submitting an Expense Report, your screen will look like this

The completed Voucher* will be displayed in a new window.

Print the Voucher and mail it to the address on the top of the Voucher.

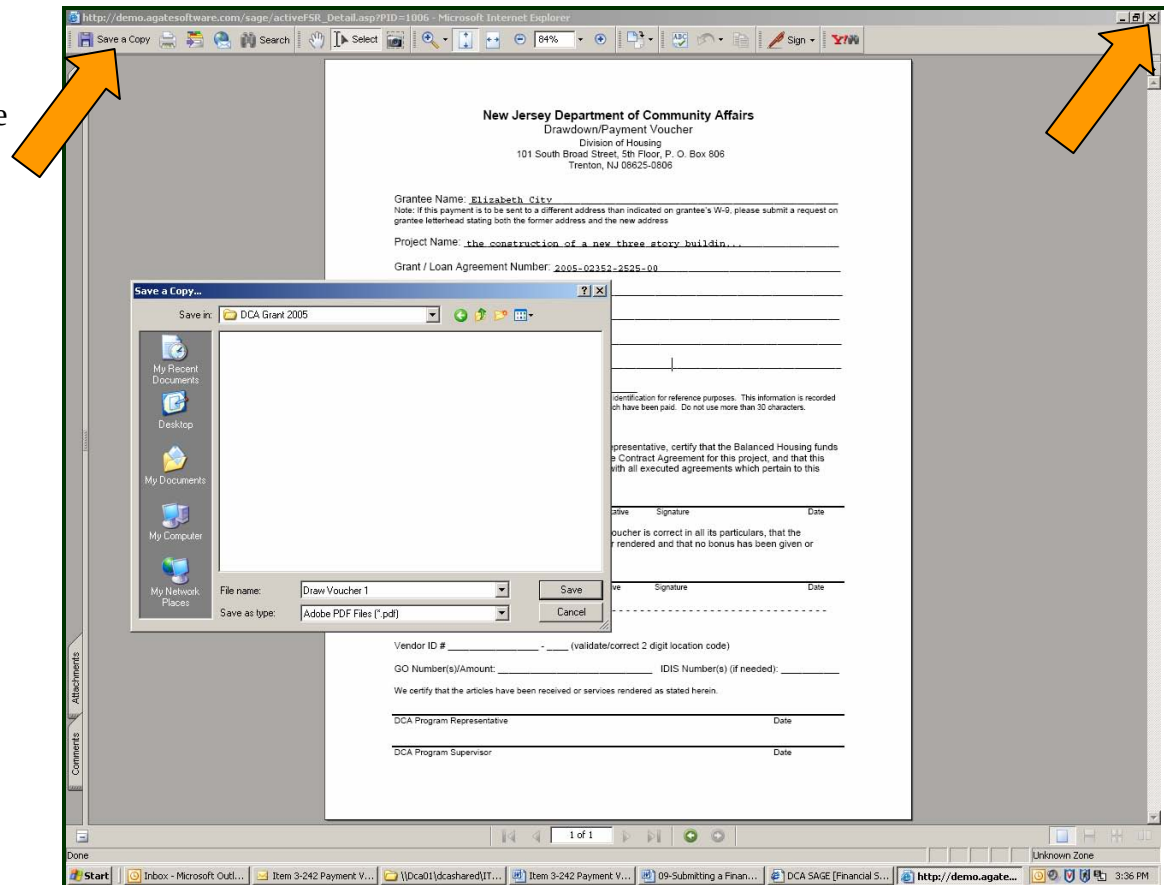
*Vouchers for Draws, Advances, and Expense Reports look different from each other, and the mailing address at the top will apply to *your* specific Grant Program.

The procedure for printing Vouchers is the same for all FSRs and all Programs.



You may **Save a Copy** of the PDF file in your computer system.

Close the Voucher window by clicking the ☒ in the upper right corner of the screen.



Amendments and Revisions

If your Program needs have changed during the course of your project, you may request an Amendment or a Revision to your Grant Contract with DCA. You may *not* submit an Amendment or Revision if you have another Amendment, Revision, or Financial Status Report being processed.

Amendment or Revision?

Request an Amendment if you want to—

- Change General Info – Term (in conjunction with another Amendment item, otherwise, request a Revision)
- Change General Info – Grant Title
- Change Work Plan – Objectives
- Change Work Plan – Scope of Services
- Change Budget
- Change Contract Information
- Change Grant Conditions
- Change Component/Service Areas
- Change Draw Schedule
- Change Loan Information

Request a Revision if you want to—

- Change General Info – Term
- Change Budget
 - Budget Appropriations changed
 - Total Grant Amount unchanged

Documentation

Purpose	Attachment	Grantee Signature(s) Required
Amendments—		
Change General Info - Term	Agreement Data Sheet	No
Change General Info - Grant Title/Description	Agreement Data Sheet	No
Change Work Plan - Objectives	Section C - Work Plan	Yes
Change Work Plan - Scope of Services	Section C - Work Plan	Yes
Change Budget - Increase	Budget	Yes
Change Budget - Decrease	Budget	No
Change Budget - Funding Source Change	Data Sheet	No
Change Contract Information	Section A (all pages) and "High Risk" Recipient if "High Risk Recipient" is yes	Yes
Change Grant Conditions		Yes
Change Component/Service Areas	Agreement Data Sheet	Yes
Change Draw Schedule	Draw Schedule	Yes
Change Loan Information	Agreed as to...	Yes
Revisions—		
Change Budget, no dollar amount change	Budget	No
Change end date	Agreement Data Sheet	No

Grant Amendment

Getting Started

Login to SAGE.

At the **Start Menu**, if you are a Main Contact for this Grant, and you see the grant you want to amend in the **Task List** under **Grants** → **Grant Executed***, click the grant number. ❶

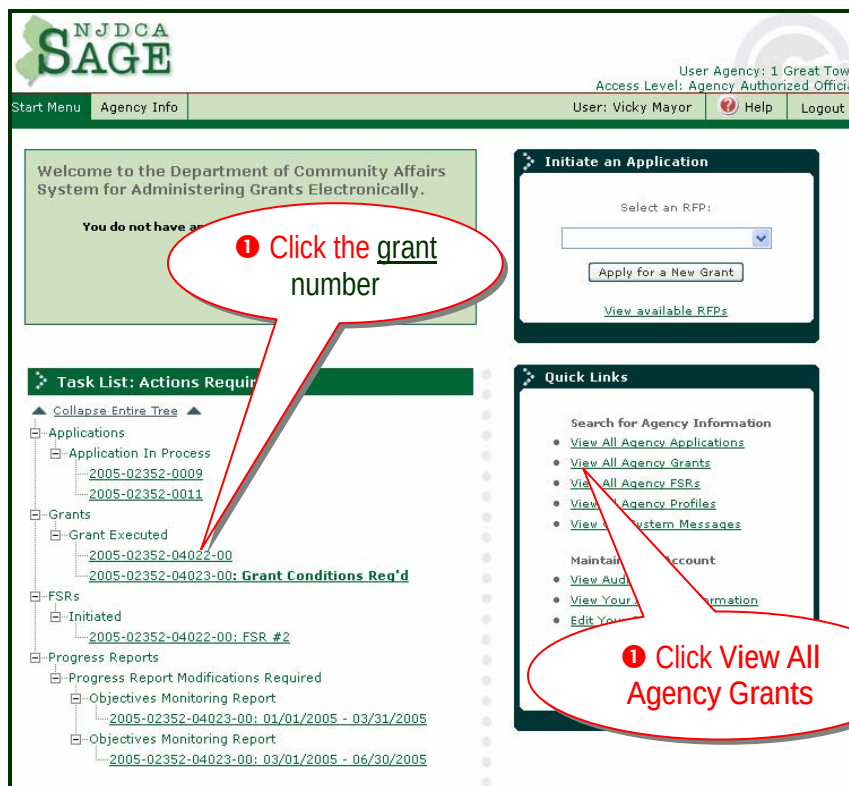
This will take you to the **Grant Menu**. Continue at [Amend Grant](#).

—or—

At the **Start Menu**, if you are a Main Contact for this Grant, and you do *not* see the grant you want to amend in the **Task List** under **Grants** → **Grant Executed**, click **View All Agency Grants** ❶ under **Quick Links**.

This will take you to the **Search Grants** page.

*or possibly **Grant Amended** or **Grant Revised**.



At the **Search Grants** page, enter your search criteria (if any) and click **Search**. ❶

The grants that satisfy your search criteria will be listed at the bottom of the page.

Click the magnifying glass ❷ in front of the desired grant. This will take you to the **Grant Menu**.

SEARCH GRANTS

Grant Search

Grant Number:

Application:

Request for Proposal:

Status:

Award Amount:

Term Begin Date:

Term End Date:

Search criteria: Status IN (Grant Executed)

Grant Number	Agency	Application	Request for Proposal	Status	Award Amount
2004-99901-0264-00			Cross Acceptance 2004	Grant Executed	\$15,000.00

[Records 1 - 1 of 1]

Amend Grant

At the **Grant Menu** page, click the **Amend Grant** ❸ button.

Balanced Housing NPP 2005 Grant

Grant #: 2005-02352-04022-00

General Information

Term: 1/1/2005 - 12/31/2005

Amount: \$1,000,000.00

Available Balance: \$0.00

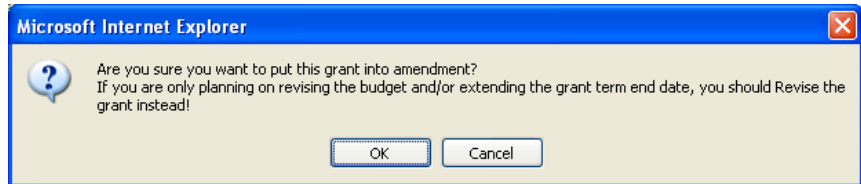
Cash On Hand: \$500,000.00

Status: Grant Executed

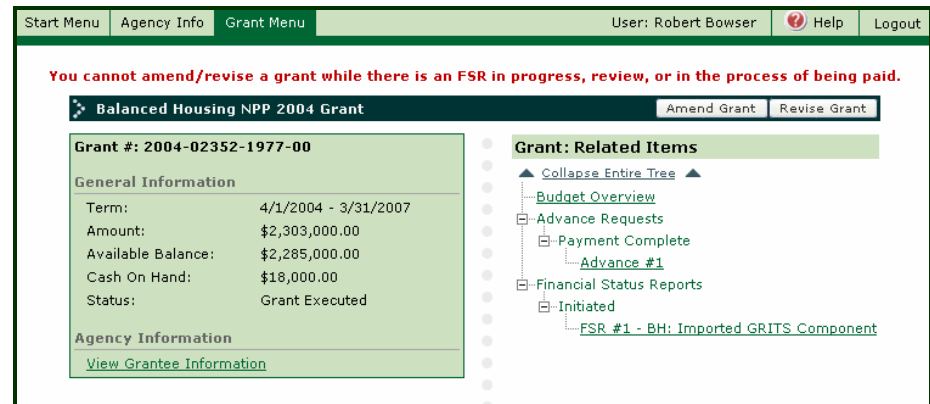
Grant: Related Items

- Budget Overview
- Draws
 - Approved/Payment Required
 - Draw #1
 - Initiated
 - Draw #2

A confirmation box will ask if you are sure. Click **OK**.
This will take you to the **View/Edit Grant Information** page.



If you have an FSR, a Grant Revision, or another Grant Amendment in progress, you cannot submit a Grant Amendment request at this time.



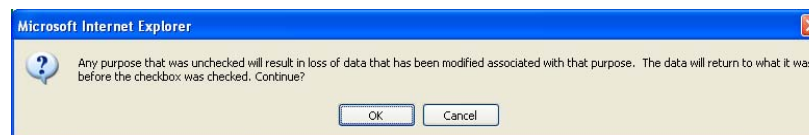
Select the areas of your grant that you want to amend by clicking the checkboxes **❶** in the **Purpose of Amendment** section.*

Add explanatory text in the **Justification** **❷** field.

Click the **Save Selections** **❸** button.

The screenshot shows the 'VIEW/EDIT GRANT INFORMATION' form. At the top, there's a 'Go to Grant Menu' link and a title 'VIEW/EDIT GRANT INFORMATION'. Below this is an 'Instructions' section. The main section is 'Purpose of Amendment', which includes a 'Submit Amended Grant' button, a 'Cancel Grant Amendment' button, and a 'Check for Errors' button. It contains a list of checkboxes for selecting areas to amend: 'Change General Info - Term', 'Change General Info - Grant Title/Description', 'Change Work Plan - Objectives', 'Change Work Plan - Scope of Services', and 'Change Budget', 'Change Component/Service Areas'. A red callout bubble labeled '❶ Select' points to the checkboxes. Below this is a 'Justification' section with a text area for 'Explanation for each Purpose of Amendment item selected.' and a character count '56 of 1000 Characters*'. A red callout bubble labeled '❷ Why you want an amendment' points to this text area. At the bottom of the 'Purpose of Amendment' section is a 'Save Selections' button, which is pointed to by a red callout bubble labeled '❸ Save Selection(s)'. Below the 'Purpose of Amendment' section are tabs for 'Components/Service Areas', 'Conditions', 'Drawdown Schedule', and 'Loan Info'. The 'General Info' tab is selected, showing 'Grant Information' with fields for 'Grant Title', 'Grant Description (Provide funds to...)', 'Term Begin Date', and 'Term End Date'. Below this is a 'Previous grant information' section with the same fields.

*When you click **Save Selections**, a confirmation box will warn you that your data will *not be saved* if you make changes to sections you have not selected in **Purpose of Amendment**. You can go back and revise your selections and/or add text to the **Purpose of Amendment** section—now or later. If you do, be sure to **Save Selections**.



Amendment Forms

This manual illustrates how to fill in forms for—

- [General Info – Term and/or Grant Title/Description](#)
- Work Plan – [Objectives](#)
- [Budget](#)
- [Contract Information](#)

The forms for—

- Work Plan – Scope of Services
- Optional Components
- Service Areas
- Grant Conditions
- Drawdown Schedule
- Loan Information

— follow the same procedures as the examples provided.

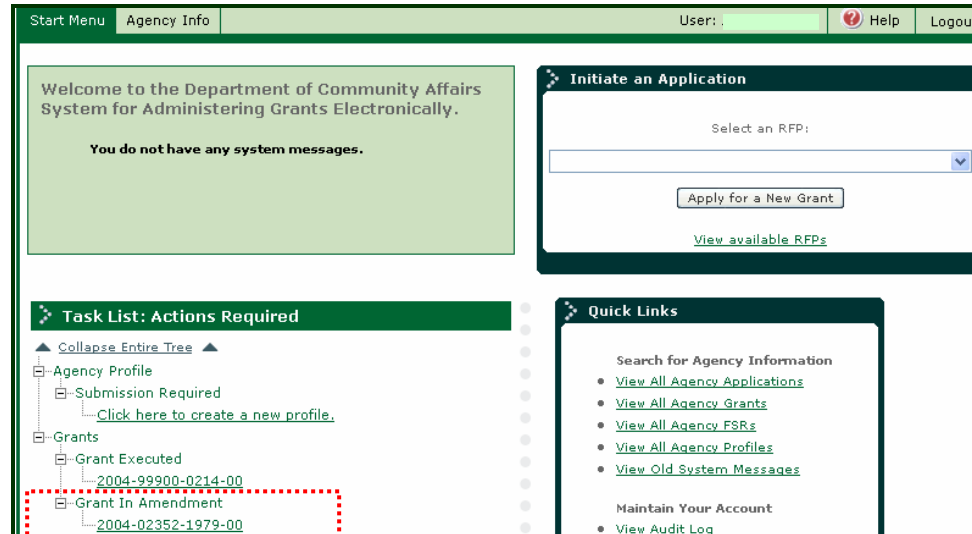
If you are using the online PDF version of the Manual, you may click the links above to go directly to the corresponding topics.

If you logout of SAGE or if SAGE automatically logs you off the system while you are working on your Amendment Request—

Login to SAGE.

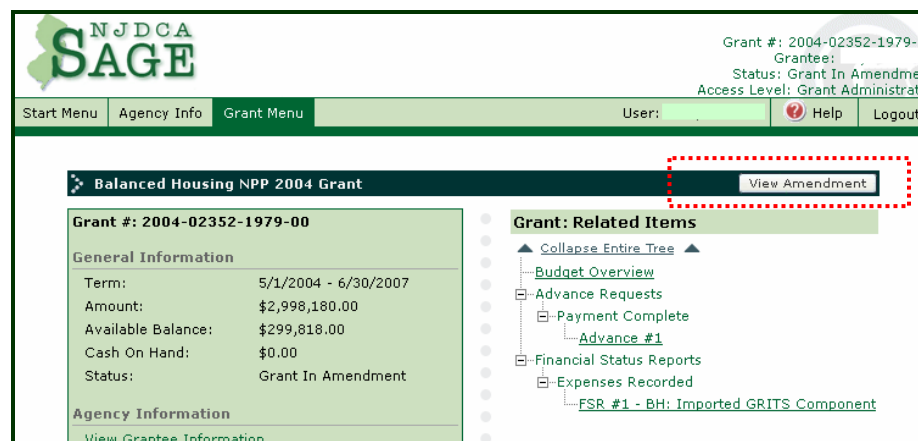
At the SAGE **Start Menu**, click the [Grant Number](#) under **Grants** → **Grant in Amendment**.

This will take you to the **Grant Menu**.



At the **Grant Menu**, click on **View Amendment**.

You will be taken to the **View/Edit Grant Information** page, where you can resume your Amendment Request.



General Info – Term and/or Grant Title/Description

If you selected the ☒ **Change General Info – Term** and/or ☒ **Change General Info – Grant Title/Description** checkbox(es) in the **Purpose of Amendment** section, click the **General Info** tab. (It may already be selected.)

If you are changing the TERM *only*, use a Revision—not an Amendment.

Purpose of Amendment

Please indicate what is being modified and click the **Save Selections** button directly underneath the checkboxes. Specific fields on all of the tabbed pages will be opened for editing depending on what you have checked in this box.

☒ Change General Info - Term	☒ Change General Info - Grant Title/Description
☒ Change Work Plan - Objectives	☒ Change Work Plan - Scope of Services
☒ Change Budget	☒ Change Component/Service Areas

Justification:
Explanation for each Purpose of Amendment item selected.

56 of 1000 Characters*

Components/Service Areas | Conditions | Drawdown Schedule | Loan Info
General Info | Work Plan | Budget | Contract Info

Grant Information

Grant Title
Grant Description (Provide funds to...)
Term Begin Date 5/1/2004
Term End Date 4/30/2007

Click the **Edit**  button.

Components/Service Areas | Conditions | Drawdown Schedule | Loan Info
General Info | Work Plan | Budget | Contract Info

Grant Information

Grant Title for the Bayonne YMCA Residency project, a 109...
Grant Description (Provide funds to...) for the Bayonne YMCA Residency project, a 109 unit single room occupancy rental facility.
Term Begin Date 5/1/2004
Term End Date 4/30/2007

 Click Edit

In this screen (depending upon which checkboxes you selected) you may change the **Grant Title**, **Grant Description**, **Term Begin Date**, and/or **Term End Date**. ❶

When you have completed your changes, click **Save**. ❷

❶ Enter information
in the fields

❷ Click Save

Your new **Grant Information** is displayed in the top box, and your **Previous Grant Information** is displayed in the bottom box.

If you don't need to amend any other areas of your grant, proceed to [Submitting the Amendment](#).

The screenshot shows the 'Grant Information' form with the 'General Info' tab selected. The form contains the following fields:

- Grant Title**: A text input field with a red asterisk indicating it is required.
- Grant Description (Provide funds to...)**: A text area with a red asterisk indicating it is required.
- Term Begin Date**: A date input field with a red asterisk indicating it is required.
- Term End Date**: A date input field with a red asterisk indicating it is required.

A red callout bubble points to the 'Save' button in the top right corner of the form.

The screenshot shows the 'Grant Information' form with the 'General Info' tab selected. The form contains the following fields:

- Grant Title**: A text input field with a red asterisk indicating it is required.
- Grant Description (Provide funds to...)**: A text area with a red asterisk indicating it is required.
- Term Begin Date**: A date input field with a red asterisk indicating it is required.
- Term End Date**: A date input field with a red asterisk indicating it is required.

A red callout bubble points to the 'Save' button in the top right corner of the form.

Work Plan – Objectives and/or Scope of Services

Objectives

If you selected the ☒ **Change Work Plan – Objectives** and/or ☒ **Change Work Plan – Scope of Services** checkbox(es) in the **Purpose of Amendment** section, click the **Work Plan** tab.

The screenshot displays the 'Purpose of Amendment' section of the SAGE system. At the top, there are three buttons: 'Submit Amended Grant', 'Cancel Grant Amendment', and 'Check for Errors'. Below these, a text box instructs the user to indicate what is being modified and click the 'Save Selections' button. A list of checkboxes follows, with 'Change General Info - Term', 'Change Work Plan - Objectives', 'Change Budget', 'Change General Info - Grant Title/Description', 'Change Work Plan - Scope of Services', and 'Change Component/Service Areas' all checked. A 'Justification' text area is provided for an explanation, with a character count of 56 of 1000. A 'Save Selections' button is at the bottom of this section.

Below the 'Purpose of Amendment' section, a series of tabs are visible: 'Components/Service Areas', 'Conditions', 'Drawdown Schedule', 'Loan Info', 'General Info', 'Work Plan', 'Budget', 'Contract Info', and 'Grant Information'. The 'Work Plan' tab is currently selected. The 'Grant Information' tab is also visible, showing a table with the following data:

Grant Information		
Grant Title	for the	Residency project, a 109...
Grant Description (Provide funds to...)	for the	Residency project, a 109 unit single room occupancy rental facility.
Term Begin Date	5/1/2004	
Term End Date	4/30/2007	

New Objective

If you are adding a new **Objective** to your Project, follow the instructions in [Project \(Program\) Objectives](#) in the **Creating an Applications** chapter.

The screenshot shows a web-based form titled 'Add Objective' within a 'Work Plan' tab. The form has several tabs at the top: 'Components/Service Areas', 'Conditions', 'Drawdown Schedule', 'Loan Info', 'General Info', 'Work Plan' (selected), 'Budget', and 'Contract Info'. Below these, there are two sub-tabs: 'Objectives' (selected) and 'Scope of Services'. The 'Add Objective' form contains the following fields:

- Number**: A text input field with a red asterisk (*) indicating it is required.
- Short Description**: A text input field with a red asterisk (*) indicating it is required.
- Detailed Description**: A large text area with a red asterisk (*) indicating it is required. Below the text area, it says '00 of 500 Characters*'. There are up and down arrow buttons on the right side of the text area.
- Methods**: A text input field with a red asterisk (*) indicating it is required. Below the text area, it says '00 of 500 Characters*'. There are up and down arrow buttons on the right side of the text area.
- Evaluation**: A text input field with a red asterisk (*) indicating it is required. Below the text area, it says '00 of 500 Characters'. There are up and down arrow buttons on the right side of the text area.

At the bottom of the form, there is a legend: '* = Required Field'. There are 'Save' and 'Cancel' buttons at the top right and bottom right of the form.

Change an Objective—No Current Objectives in SAGE

If the **Current Objectives** section does not list your Project's Objectives,³ and you are *changing* one of your previously established objectives—

The screenshot displays the SAGE Work Plan interface. At the top, there are tabs for Components/Service Areas, Conditions, Drawdown Schedule, and Loan Info. Below these are tabs for General Info, Work Plan, Budget, Contract Info, and Loan Info. The Work Plan tab is active, and the Objectives section is selected. The 'Add Objective' form is visible, with fields for Number, Short Description, Detailed Description, Methods, and Evaluation. Each field has a character count indicator (e.g., '00 of 500 Characters'). A legend at the bottom indicates that '*' denotes a required field. Below the form, the 'Current Objectives' section is highlighted with a red dashed box, showing 'There are no current objectives.' The 'Previous objectives' section shows 'There were no previous objectives for this grant.'

³ The reason might be that your Grant information was converted from DCA's previous Grant Management System (GRITS). To determine if your information was converted from GRITS, click the Budget tab and select Budget Overview. If your data was converted from GRITS, the link will include the language "Imported GRITS Component." See [Budget](#).

—in the **Purpose of Amendment** section, in the **Justification*** text box—include a statement ❶ that the **Objective** you add will be an *amendment* of a previous Objective (from your current Grant Contract).**

When you are in the **Work Plan → Objectives** section, in the **Detailed Description** field with a statement ❷ like, “Amendment of original Objective...” and finish the sentence by summarizing the original objective.*

Then, complete the **Detailed Description** text with the *change* you are making to the original Objective.

Give the changed objective a **Number** ❸ and **Short Description**, ❹ and describe the **Methods** ❺ you will be using.

Fields with red asterisks (*) must be completed.

Click Save. ❻

If you don’t need to amend any other areas of your grant, proceed to [Submitting the Amendment](#).

* You can go back to the **Justification** box and edit your original text. Be sure to **Save Selections**.

** In this way, the DCA Grant Manager will know that you are *changing* an Objective that is currently included in your Grant Contract—not *adding* a new Objective.

The screenshot displays the SAGE Grant Amendment interface. At the top, the 'Purpose of Amendment' section includes a 'Submit Amended Grant' button, a 'Cancel Grant Amendment' button, and a 'Check for Errors' button. Below these buttons, a message states: 'Please indicate what is being modified and click the **Save Selections** button directly underneath the checkboxes. Specific fields on all of the tabbed pages will be opened for editing depending on what you have checked in this box.' A list of checkboxes follows: 'Change General Info - Term', 'Change General Info - Grant Title/Description', 'Change Work Plan - Objectives' (checked), 'Change Work Plan - Scope of Services', 'Change Budget', 'Change Contract Information', 'Change Grant Conditions', 'Change Component/Service Areas', and 'Change Draw Schedule', 'Change Loan Information'. A red dashed box highlights the 'Justification:' text area, which contains the text 'Amendment of original objective-install new sidewalks and curbs-adding demolition.' and a character count '082 of 1000 Characters*'. A red circle ❶ is placed next to the text. Below the 'Justification' box is a 'Save Selections' button. The 'Work Plan' section is visible below, with tabs for 'Conditions', 'Drawdown Schedule', 'Loan Info', 'Funding Accounts', 'Approvals', 'General Info', 'Work Plan' (selected), 'Budget', 'Contract Info', and 'Components/Service Areas'. The 'Work Plan' tab is further divided into 'Objectives' and 'Scope of Services'. The 'Objectives' sub-tab is active, showing an 'Add Objective:' form. This form includes fields for 'Number' (3), 'Short Description' (4), 'Detailed Description' (2), 'Methods' (5), and 'Evaluation'. The 'Detailed Description' field contains the text 'Amendment of original objective-install new sidewalks and curbs-to-demolish current sidewalks and curbs and install new sidewalks and curbs' and has a character count '139 of 500 Characters*'. A red dashed box highlights this field, and a red circle ❷ is placed next to it. The 'Number' field has a red circle ❸, the 'Short Description' field has a red circle ❹, the 'Methods' field has a red circle ❺, and the 'Evaluation' field has a red circle ❻. A legend at the bottom indicates '* = Required Field'. Below the 'Add Objective' form are sections for 'Current Objectives' and 'Previous objectives', both showing 'There are no current objectives.' and 'There were no previous objectives for this grant.' respectively.

Change an Objective—Current Objectives Listed in SAGE

If your Project's Objectives *are* listed in the **Current Objectives** section, click the ☒ radio button ❶ in front of the Objective you want to change.

Click the **Edit** ❷ button to activate the fields.

The screenshot shows the 'Current Objectives' section of the SAGE application. At the top, there are tabs for 'Components/Service Areas', 'Conditions', 'Drawdown Schedule', and 'Loan Info'. Below these are 'General Info', 'Work Plan', 'Budget', and 'Contract Info'. The 'Work Plan' tab is active, and within it, the 'Objectives' sub-tab is selected. The 'Add Objective' form is visible, with fields for 'Number', 'Short Description', 'Detailed Description', 'Methods', and 'Evaluation'. Each field has a character count (e.g., '00 of 500 Characters'). A red callout bubble with a red circle and the number ❶ points to the radio button next to the first objective in the 'Current Objectives' table. Another red callout bubble with a red circle and the number ❷ points to the 'Edit' button at the bottom right of the table. The table has columns for 'Number', 'Short Description', 'Detailed Description', 'Methods', and 'Evaluation'. The first objective is selected.

❶ Click to select

❷ Click Edit

Number	Short Description	Detailed Description	Methods	Evaluation
1	Curbs and Sidewalks	Install new concrete curbs and sidewalks, fill areas between sidewalk and street with topsoil	curbs and sidewalks installed by contractor	

Keep the same Objective **Number**. ❶

Edit the text in the **Short Description**, **Detailed Description**, and **Methods** fields ❷ to reflect the changes to you want to make to the **Objective**.

Click **Save**. ❸

Components/Service Areas Conditions Drawdown Schedule Loan Info
General Info Work Plan Budget Contract Info

Work Plan

Objectives Scope of Services

Add Objective: Save Cancel

Number ❶ 1 *

Short Description Curbs and Sidewalks *

Detailed Description Demolish old sidewalks and curbs. Install new concrete curbs and sidewalks, fill areas between sidewalk and street with topsoil ❷
127 of 500 Characters *

Methods demolition by Prison work crew. Curbs and sidewalks installed by contractor
79 of 500 Characters *

Evaluation
00 of 500 Characters

* = Required Field Save Cancel ❸

The revised version of the **Objective** you have just changed will be listed in the **Current Objectives** box.

Continue this process until you have edited all the Objectives you want to change. (Be sure to **Save** each Objective you edit.)

If you don't need to amend any other areas of your grant, proceed to [Submitting the Amendment](#).

The screenshot shows the 'Work Plan' tab in the SAGE system. The 'Objectives' section is active, displaying the 'Add Objective' form. The form includes fields for 'Number', 'Short Description', 'Detailed Description', 'Methods', and 'Evaluation', each with a character count and a red asterisk indicating a required field. Below the form is a table of 'Current Objectives' with one entry.

Number	Short Description	Detailed Description	Methods	Evaluation
1	Curbs and Sidewalks	Demolish old sidewalks and curbs. Install new concrete curbs and sidewalks, fill areas between sidewalk and street with topsoil	Demolition to be performed by NJDOC crew. Curbs and sidewalks installed by contractor	

Budget

If you selected the ☒ **Change Budget** checkbox in the **Purpose of Amendment** section, click the **Budget** tab.

This will bring you to the **Budget Overview**.

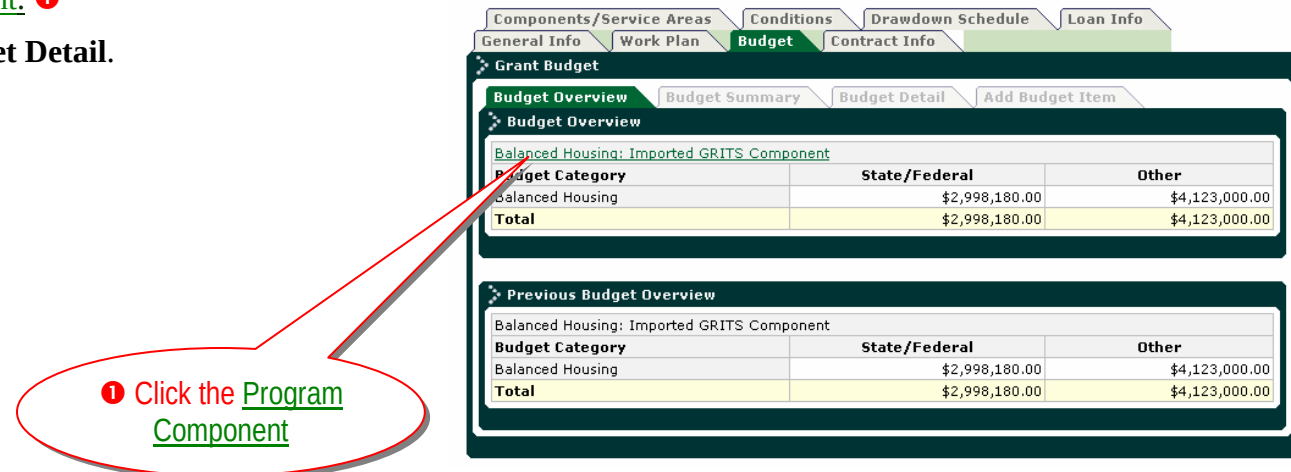
The screenshot displays the 'Purpose of Amendment' section of the SAGE Grant Amendment interface. At the top, there are three buttons: 'Submit Amended Grant', 'Cancel Grant Amendment', and 'Check for Errors'. Below these, a text box instructs the user to indicate what is being modified and click the 'Save Selections' button. A list of checkboxes follows, with 'Change Budget' selected. Below the checkboxes is a 'Justification' text area with a character count of 56 out of 1000. A 'Save Selections' button is at the bottom of this section.

Below the 'Purpose of Amendment' section, there is a tabbed interface. The tabs are: 'Components/Service Areas', 'Conditions', 'Drawdown Schedule', 'Loan Info', 'General Info', 'Work Plan', 'Budget', 'Contract Info', and 'Grant Information'. The 'Budget' tab is currently selected. The 'Grant Information' section is expanded, showing the following details:

Grant Title	for the Bayonne YMCA Residency project, a 109...
Grant Description (Provide funds to...)	for the Bayonne YMCA Residency project, a 109 unit single room occupancy rental facility.
Term Begin Date	5/1/2004
Term End Date	4/30/2007

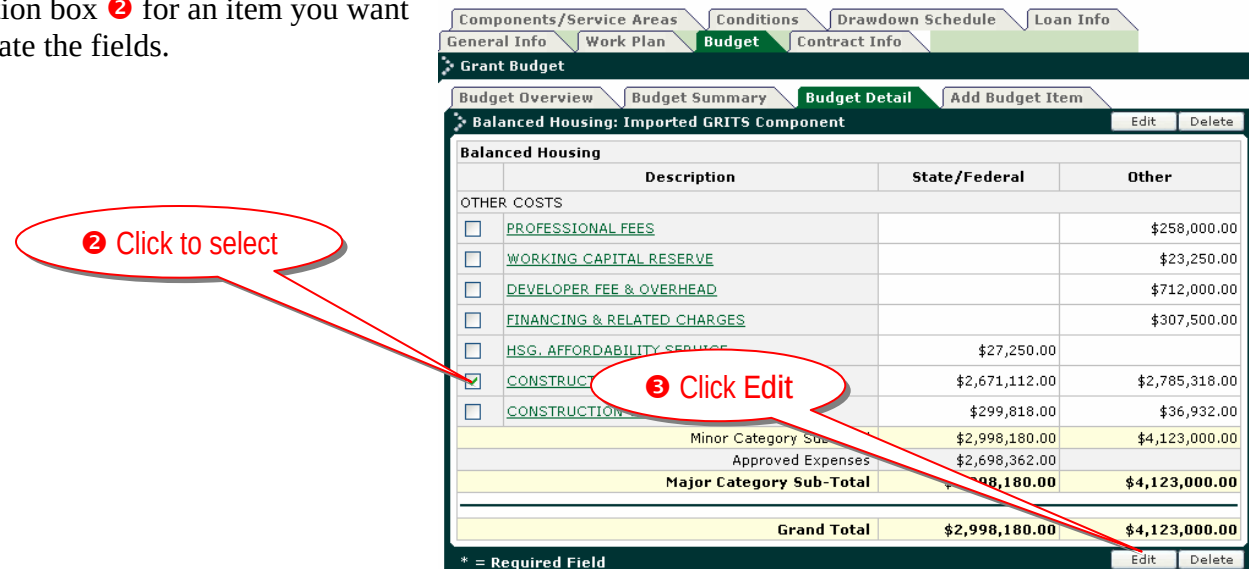
Click on the [Program Component](#). ❶

This will bring you to the **Budget Detail**.



Budget Detail

In **Budget Detail**, click the ☒ selection box ❷ for an item you want to change, and click **Edit** ❸ to activate the fields.



Enter your proposed dollar amount in the **State/Federal** field.

If applicable, change the dollar amount in the **Other** field.

When you have made your changes, click **Save**.

The screenshot displays the 'Grant Budget' section of the SAGE system, specifically the 'Budget Detail' tab for the 'Balanced Housing: Imported GRITS Component'. The interface features a table with three columns: 'Description', 'State/Federal', and 'Other'. The 'CONSTRUCTION' row is highlighted with a red dashed box, indicating the current selection. The 'Grand Total' row shows the overall budget amounts. The 'Save' and 'Cancel' buttons are visible at the bottom right of the table.

Description	State/Federal	Other
OTHER COSTS		
☐ PROFESSIONAL FEES		\$258,000.00
☐ WORKING CAPITAL RESERVE		\$23,250.00
☐ DEVELOPER FEE & OVERHEAD		\$712,000.00
☐ FINANCING & RELATED CHARGES		\$307,500.00
☐ HSG. AFFORDABILITY SERVICE	\$27,250.00	
☒ CONSTRUCTION	\$2,671,112.00	\$2,785,318.00
☐ CONSTRUCTION CONTINGENCY	\$299,818.00	\$36,932.00
Minor Category Sub-Total	\$2,998,180.00	\$4,123,000.00
Approved Expenses	\$2,698,362.00	
Major Category Sub-Total	\$2,998,180.00	\$4,123,000.00
Grand Total	\$2,998,180.00	\$4,123,000.00

* = Required Field

The top box displays your new **Budget Detail** dollar amount in blue text.

Your **Grand Total** has been changed to reflect the new dollar amount(s) you entered.

The bottom box displays your **Previous Grant Budget Detail**.

If you want to change additional budget items, follow the directions in [Budget Detail](#).

If you don't need to amend any other areas of your grant, proceed to [Submitting the Amendment](#).

Components/Service Areas

Conditions

Drawdown Schedule

Loan Info

General Info

Work Plan

Budget

Contract Info

Grant Budget

Budget Overview

Budget Summary

Budget Detail

Add Budget Item

Balanced Housing: Imported GRITS Component

Balanced Housing

	Description	State/Federal	Other
OTHER COSTS			
☐	PROFESSIONAL FEES		\$258,000.00
☐	WORKING CAPITAL RESERVE		\$23,250.00
☐	DEVELOPER FEE & OVERHEAD		\$712,000.00
☐	FINANCING & RELATED CHARGES		\$307,500.00
☐	HSG. AFFORDABILITY SERVICE	\$27,250.00	
☐	CONSTRUCTION	\$2,771,112.00	\$2,685,318.00
☐	CONSTRUCTION CONTINGENCY	\$299,818.00	\$36,932.00
	Minor Category Sub-Total	\$3,098,180.00	\$4,023,000.00
	Approved Expenses	\$2,698,362.00	
	Major Category Sub-Total	\$3,098,180.00	\$4,023,000.00
	Grand Total	\$3,098,180.00	\$4,023,000.00

* = Required Field

Edit

Delete

Previous Grant Budget Detail

Balanced Housing

	Description	State/Federal	Other
OTHER COSTS			
	PROFESSIONAL FEES		\$258,000.00
	WORKING CAPITAL RESERVE		\$23,250.00
	DEVELOPER FEE & OVERHEAD		\$712,000.00
	FINANCING & RELATED CHARGES		\$307,500.00
	HSG. AFFORDABILITY SERVICE	\$27,250.00	
	CONSTRUCTION	\$2,671,112.00	\$2,785,318.00
	CONSTRUCTION CONTINGENCY	\$299,818.00	\$36,932.00
	Minor Category Sub-Total	\$2,998,180.00	\$4,123,000.00
	Major Category Sub-Total	\$2,998,180.00	\$4,123,000.00
	Grand Total	\$2,998,180.00	\$4,123,000.00

Add a Budget Item

If you need to include an *additional* budget item (not previously in your Grant Contract), click the **Add Budget Item** tab.

The screenshot shows the 'Add Budget Item' tab selected within the 'Grant Budget' section. The tab is highlighted with a red dashed border. The form contains the following fields and controls:

- Components/Service Areas**: A dropdown menu.
- Conditions**: A dropdown menu.
- Drawdown Schedule**: A dropdown menu.
- Loan Info**: A dropdown menu.
- General Info**: A dropdown menu.
- Work Plan**: A dropdown menu.
- Budget**: A dropdown menu.
- Contract Info**: A dropdown menu.
- Grant Budget**: A dropdown menu.
- Budget Overview**: A dropdown menu.
- Budget Summary**: A dropdown menu.
- Budget Detail**: A dropdown menu.
- Add Budget Item**: A dropdown menu.
- Balanced Housing: Imported GRITS Component**: A dropdown menu.
- Select the appropriate Budget Category for this budget item:**: A dropdown menu with a red asterisk.
- Provide a short description for this budget item (should be unique to this budget):**: A text input field with a red asterisk.
- Provide a more detailed description for this budget item:**: A text input field with a red asterisk.
- Enter the dollar amounts associated with the budget item:**: Two input fields labeled 'State/Federal' and 'Other'.
- * = Required Field**: A legend at the bottom left.
- Save** and **Cancel**: Buttons at the bottom right.

Select the **Budget Category** from the pull down list. ❶

Type the appropriate information in the short description ❷ and detailed description ❸ fields.

Enter the dollar amount(s) ❹ for the additional budget item.

Click **Save**. ❺

Your new budget item will be added to your **Budget Detail** list (you can click the **Budget Detail** tab to check) with the dollar amount displayed in green.

The dollar amount will be added to the **Grand Total**.

If you want to add more budget items, go back to [Add a Budget Item](#) and follow the directions again.

If you don't need to amend any other areas of your grant, proceed to [Submitting the Amendment](#).

Description	State/Federal	Other
OTHER COSTS		
☐ PROFESSIONAL FEES		\$258,000.00
☐ WORKING CAPITAL RESERVE		\$23,250.00
☐ DEVELOPER FEE & OVERHEAD		\$712,000.00
☐ FINANCING & RELATED CHARGES		\$307,500.00
☐ HSG. AFFORDABILITY SERVICE	\$27,250.00	
☐ CONSTRUCTION	\$2,771,112.00	\$2,685,318.00
☐ CONSTRUCTION CONTINGENCY	\$299,818.00	\$36,932.00
☐ Demolition	\$50,000.00	
Minor Category Sub-Total	\$3,148,180.00	\$4,023,000.00
Approved Expenses	\$2,698,362.00	
Major Category Sub-Total	\$3,148,180.00	\$4,023,000.00
Grand Total	\$3,148,180.00	\$4,023,000.00

You can print and/or save a copy of your original and/or amended budget by clicking the **View PDF** button.

An Adobe PDF file in table format will be displayed. You may save and/or print this document.

The screenshot shows the 'Budget Detail' tab selected in the SAGE system. The interface includes a navigation bar with tabs for Conditions, Drawdown Schedule, Loan Info, Funding Accounts, Approvals, General Info, Work Plan, Budget, Contract Info, and Components/Service Areas. Below this, the 'Grant Budget' section is active, showing 'Budget Overview', 'Budget Summary', 'Budget Detail', and 'Add Budget Item'. The main content area displays a table for 'Balanced Housing: Imported GRITS Component' with a 'View PDF' button in the top right corner. The table has four columns: Description, State/Federal, and Other. It lists various costs under the heading 'OTHER COSTS', including Site/Building Acquisition, Working Capital Reserve, Financing and Related Charges, Housing Affordability Service, Professional Fees, Construction, Construction Contingency, and Developer Fee and Overhead. The table also shows sub-totals for Minor Category, Approved Expenses, Major Category, and Grand Total. A legend at the bottom indicates that '*' denotes a required field.

Description	State/Federal	Other
OTHER COSTS		
☐ SITE/BUILDING ACQUISITION		\$400,000.00
☐ WORKING CAPITAL RESERVE		\$455,000.00
☐ FINANCING AND RELATED CHARGES		\$278,000.00
☐ HOUSING AFFORDABILITY SERVICE	\$34,000.00	
☐ PROFESSIONAL FEES		\$335,000.00
☐ CONSTRUCTION	\$2,220,257.00	\$4,629,743.00
☐ CONSTRUCTION CONTINGENCY	\$250,473.00	\$54,527.00
☒ DEVELOPER FEE AND OVERHEAD		\$605,000.00
Minor Category Sub-Total	\$2,504,730.00	\$6,757,270.00
Approved Expenses		
Major Category Sub-Total	\$2,504,730.00	\$6,757,270.00
Grand Total	\$2,504,730.00	\$6,757,270.00

* = Required Field

Contract Information

Contract Information is rarely changed once a Grant is active. If you believe you have reason to amend your Contract Information, contact your Grant Manager and discuss the changes with him or her before submitting this type of amendment request.

If you selected the ☒ **Change Contract Information** checkbox in the **Purpose of Amendment** section, click the **Contract Info** tab.

This will bring you to the **Grant Contract Information** screen.

The screenshot shows the 'Grant Information' screen with the following tabs: Conditions, Drawdown Schedule, **Loan Info**, Funding Accounts, Approvals, General Info, Work Plan, Budget, **Contract Info**, and Components/Service Areas. The 'Contract Info' tab is selected, and the 'Grant Information' section is expanded. The fields are as follows:

Grant Title	test
Grant Description (Provide funds to...)	ldkjgldkjg
Term Begin Date	1/1/2005
Term End Date	12/31/2006
Transfer Ownership of Grant?	☐
Applicant	52nd
Grantee	52nd

Below this is a section for 'Previous grant information:' with the same fields as above.

At the **Grant Contract Information** screen, click **Edit** to activate the fields.

The screenshot shows the 'Grant Contract Information' screen with the 'Contract Info' tab selected. The 'Edit' button is highlighted with a red dashed box. The fields are as follows:

Maximum Advance Percentage	20.00%
Draw Schedule Required	☒
Grant Type	Grant
Fidelity Bonding Required	☐ Yes Amount: \$0.00 ☒ No
Insurance(s) Required (check one or more)	☒ General Liability ☐ Auto Liability ☐ Worker's Compensation ☐ No Other Additional Insurance Required ☒ Other Additional Insurance Required (specify)
Payment Type	☒ Reimbursement (of Expenditures per Approved Expenditure Report) ☐ Monthly ☐ Quarterly ☐ Annually ☐ Other:

Enter information into the fields you want to change and click **Save**.

Conditions Drawdown Schedule Loan Info Funding Accounts Approvals
General Info Work Plan Budget **Contract Info** Components/Service Areas

Grant Contract Information Save Cancel

Maximum Advance Percentage* 20.00%

Draw Schedule Required* ☒

Grant Type* Grant

Fidelity Bonding Required* ☐ Yes Amount: \$0.00
☒ No

Insurance(s) Required (check one or more)*
☒ General Liability
☐ Auto Liability
☐ Worker's Compensation
☐ No Other Additional Insurance Required
☐ Other Additional Insurance Required (specify)

Payment Type* ☒ Reimbursement (of Expenditures per Approved Expenditure Report)
☐ Monthly ☒ Quarterly ☐ Annually ☐ Other:

The *new* Contract Information (that you just entered) will be displayed in the (top) **Grant Contract Information** section.

Conditions Drawdown Schedule Loan Info Funding Accounts Approvals
General Info Work Plan Budget **Contract Info** Components/Service Areas

Grant Contract Information Edit

Maximum Advance Percentage 20.00%

Draw Schedule Required ☒

Grant Type Grant

Fidelity Bonding Required ☐ Yes Amount: \$0.00
☒ No

Insurance(s) Required (check one or more)
☒ General Liability
☐ Auto Liability
☐ Worker's Compensation
☐ No Other Additional Insurance Required
☐ Other Additional Insurance Required (specify)

Payment Type ☒ Reimbursement (of Expenditures per Approved Expenditure Report)
☐ Monthly ☐ Quarterly ☐ Annually ☐ Other:

The *original* Contract Information will be displayed in the (bottom) **Previous Contract Information** section.

Previous Contract Information

Grant Type Grant

Fidelity Bonding Required ☐ Yes Amount: \$0.00
☒ No

Insurance(s) Required (check one or more)
☐ General Liability ☐ Other Additional Insurance Required (specify)
☐ Auto Liability
☐ Worker's Compensation
☐ No Other Additional Insurance Required

Payment Type ☒ Reimbursement (of Expenditures per Approved Expenditure Report)
☒ Monthly ☐ Quarterly ☐ Annually ☐ Other:
Other (specify)

Final Payment Withheld ☐ Yes Amount: \$0.00
☒ No
☐ Other (specify)

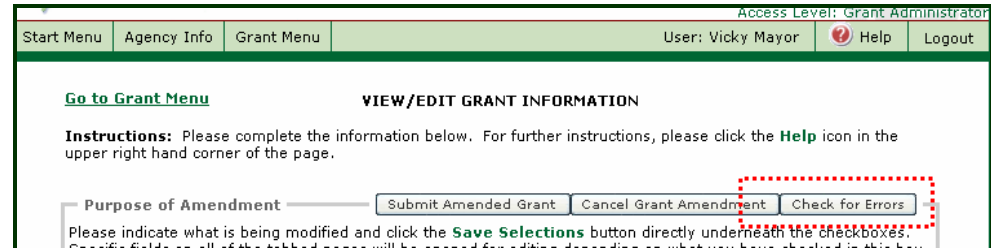
If you don't need to amend any other areas of your grant, proceed to [Submitting the Amendment](#).

Submitting the Amendment

You may click **Check for Errors** after completing each section you are amending, or you may complete and save all your work and then click **Check for Errors**.

If the system identifies errors, correct them and resave.

When you are finished entering changes and correcting errors, click **Submit Amended Grant**.



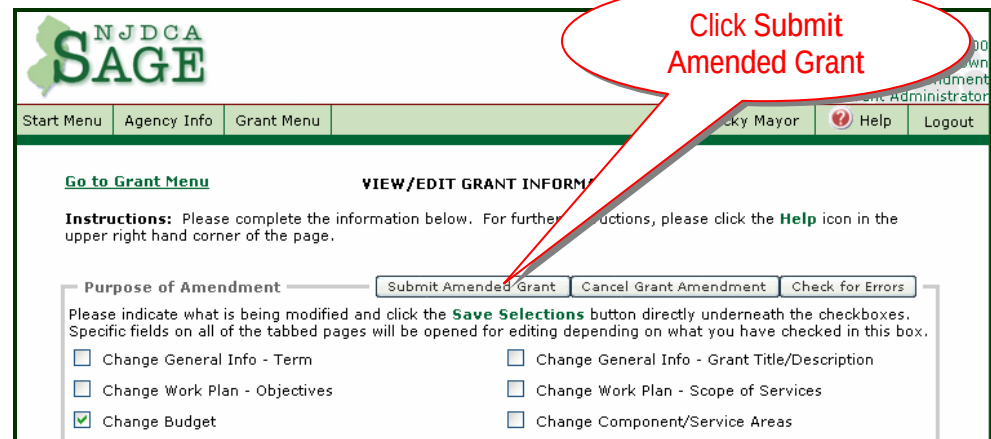
Access Level: Grant Administrator
Start Menu Agency Info Grant Menu User: Vicky Mayor Help Logout

[Go to Grant Menu](#) **VIEW/EDIT GRANT INFORMATION**

Instructions: Please complete the information below. For further instructions, please click the **Help** icon in the upper right hand corner of the page.

Purpose of Amendment

Please indicate what is being modified and click the **Save Selections** button directly underneath the checkboxes.
Specific fields on all of the tabbed pages will be opened for editing depending on what you have checked in this box.



NJ DCA
SAGE

Start Menu Agency Info Grant Menu Vicky Mayor Help Logout

[Go to Grant Menu](#) **VIEW/EDIT GRANT INFORMATION**

Instructions: Please complete the information below. For further instructions, please click the **Help** icon in the upper right hand corner of the page.

Purpose of Amendment

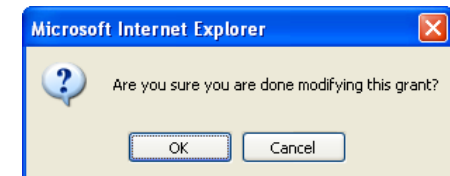
Please indicate what is being modified and click the **Save Selections** button directly underneath the checkboxes.
Specific fields on all of the tabbed pages will be opened for editing depending on what you have checked in this box.

☐ Change General Info - Term	☐ Change General Info - Grant Title/Description
☐ Change Work Plan - Objectives	☐ Change Work Plan - Scope of Services
☒ Change Budget	☐ Change Component/Service Areas

A confirmation box will ask if you are sure.

Click **OK**.

Once you have submitted your Amendment, you cannot make any additional changes. If notice an error or you need to change something in your Amendment Request, contact your DCA Grant Manager and ask him or her to return your Amendment Request with “Modifications Required.”



After submitting your Grant Amendment, you will be returned to the **Grant Menu**, which will display the message “You have submitted the grant amendment for approval.”

When a grant amendment has been submitted, the status of the grant changes to **Grant Amendment Review Required**.

The screenshot displays the SAGE system interface. At the top, the NJDCA SAGE logo is on the left, and user information (Grant #: 2004-02352-1979-00, Grantee: Bayonne City, Status: Grant Amendment Review Required, Access Level: Grant Administrator) is on the right. A navigation bar includes 'Start Menu', 'Agency Info', and 'Grant Menu' (which is active). Below the navigation bar, a message states 'You have submitted the grant amendment for approval.' The main content area is titled 'Balanced Housing NPP 2004 Grant' and includes a 'View Amendment' button. On the left, a box for 'Grant #: 2004-02352-1979-00' contains 'General Information' (Term: 5/1/2004 - 6/30/2007, Amount: \$2,998,180.00, Available Balance: \$299,818.00, Cash On Hand: \$0.00, Status: Grant Amendment Review Required) and 'Agency Information' (View Grantee Information). On the right, a 'Grant: Related Items' section lists 'Budget Overview', 'Advance Requests' (Payment Complete, Advance #1), 'Financial Status Reports' (Expenses Recorded, FSR #1 - BH: Imported GRITS Component), and 'Collapse Entire Tree'.

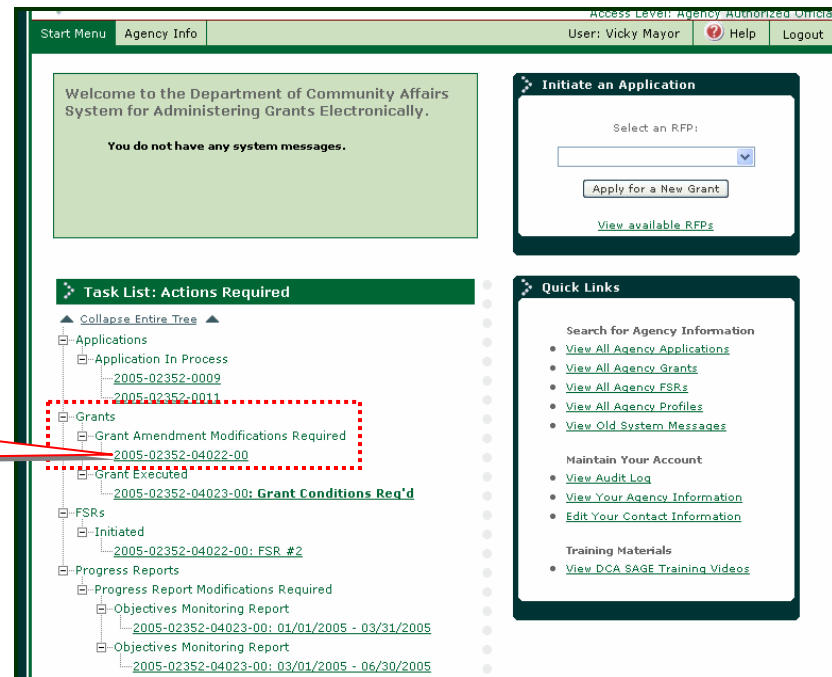
Modifications Required

If your Grant Amendment request needs additional information and/or changes, you will receive notification in your **Task List** on the **Start Menu** page.

In the **Task List**, under **Grant Amendment Modifications Required**, click on the [grant number](#). ❶

This will take you to the **Grant Menu**.

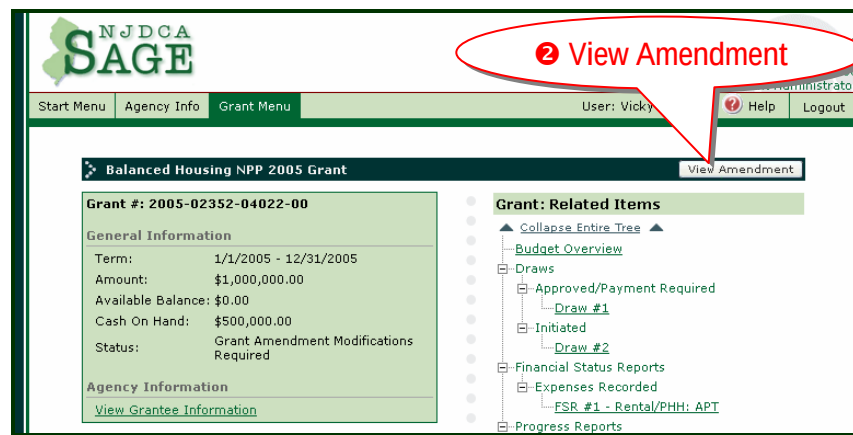
❶ Click on the
Grant Number



At the **Grant Menu** page, click **View Amendment**. ❷

You will be taken to the **View/Edit Grant Information** page.

❷ View Amendment



DCA Staff's comments about your Grant Amendment are displayed at the bottom of the **View/Edit Grant Information** page.

At the **View/Edit Grant Information** page, click the tab **1** that applies to DCA's comments.

Make the required modifications and **Save** your changes.

Continue this process until you have entered your modifications to each of the forms noted by DCA Staff. **Save** each page.

Click **Check for Errors**. **2** If SAGE finds errors, make the necessary corrections and resave.

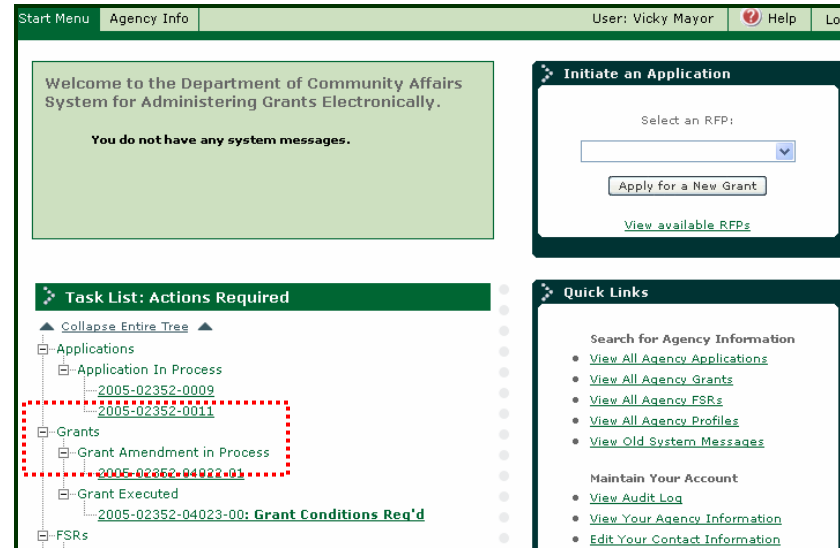
When you have finished, click **Submit Amended Grant**. **3** You will be returned to the **Grant Menu**.

1 Click the appropriate tab

Once you have submitted your Amendment, you cannot make any additional changes. If notice an error or you need to change something in your Amendment Request, contact your DCA Grant Manager and ask him or her to return your Amendment Request with "Modifications Required."

At the **Grant Menu**, a message will appear, stating, "You have submitted the grant amendment for approval."

During the review process, you can check the status of your Grant Amendment by looking under the **Task List** on the SAGE **Start Menu** page.

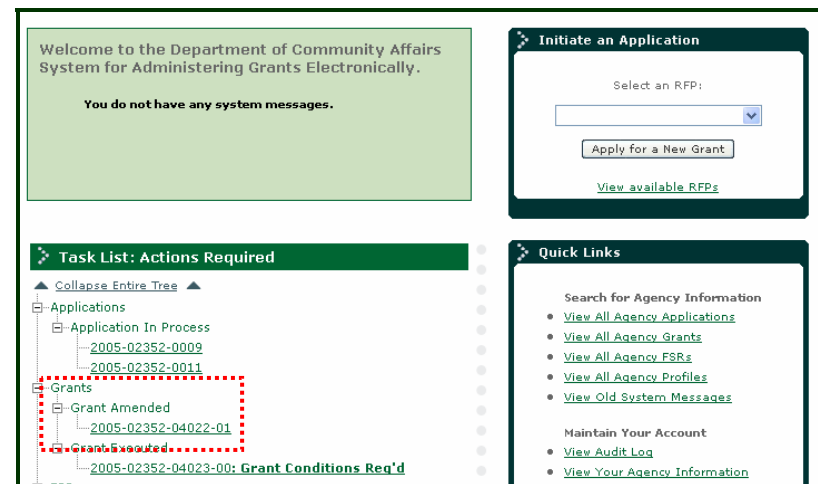


Amendment Approved

If your Grant Amendment is approved, the final status will be **Grant Amended**.

You will receive a letter and an addendum to your original Grant Contract.

If your Amendment requires signatures, sign in the appropriate places and return the document(s) to your Grant Manager.

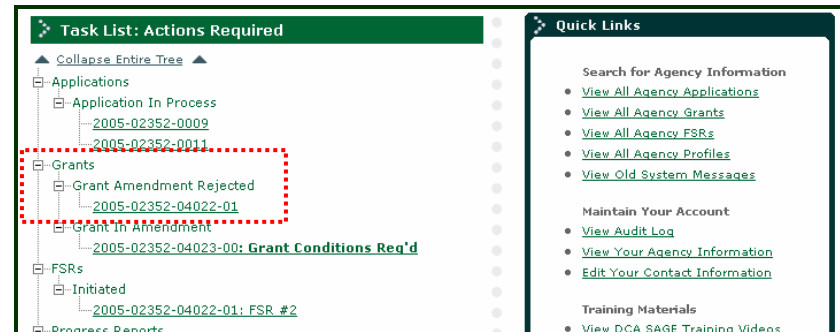


Amendment Rejected

DCA program staff may reject a Grant Amendment request. Rejected Amendment submissions are retained in your SAGE digital file for historical purposes. The most recently approved version of your grant will remain active.

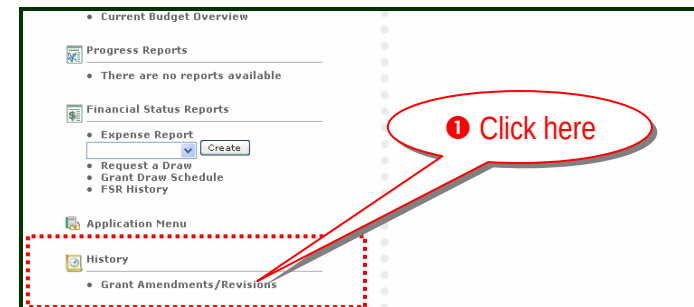
To see why your Grant Amendment was rejected, in the **Task List** under **Grant Amendment Rejected**, click on the [Grant Number](#).

This will take you to the **Grant Menu**.



At the **Grant Menu**, scroll down to **History** on the left side of the screen. Click on **Grant Amendments/Revisions**. ❶

This will take you to the **Grant History** page.



At the **Grant History** page, click on the magnifying glass in front of the rejected **Grant Amendment**. ❷

The reason(s) it was rejected will be listed under **Modification Comments**.



[Back to Grant Menu](#)

GRANT HISTORY

Instructions: This page lists all of the different versions of the grant with the current version highlighted in yellow. The last 6-8 columns indicate what has been modified between the different versions of the grant. If you would like to view more information about a certain version of this grant, click the magnifying glass icon next to the version number of that grant.

Version	Status	Award Amount	Budget	Grant Term	Work Plan	Grant Conditions	Components/Service Areas	Draw Schedule	Loan Info	Contract Info	Grant Description	Objectives
1	Grant Executed	\$1,000,000.00	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
2	Grant Amended	\$1,000,000.00	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐
3	Grant Amendment Rejected	\$1,000,000.00	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐
4	Grant Amendment Rejected	\$1,000,000.00	☐	☐	☐	☐	☐	☐	☐	☒	☐	☐

Grant Revision

You may request a Grant Revision (after a grant has been executed) if—

- The total grant amount remains the same, but budget *details* have changed
- You need a time extension on the project

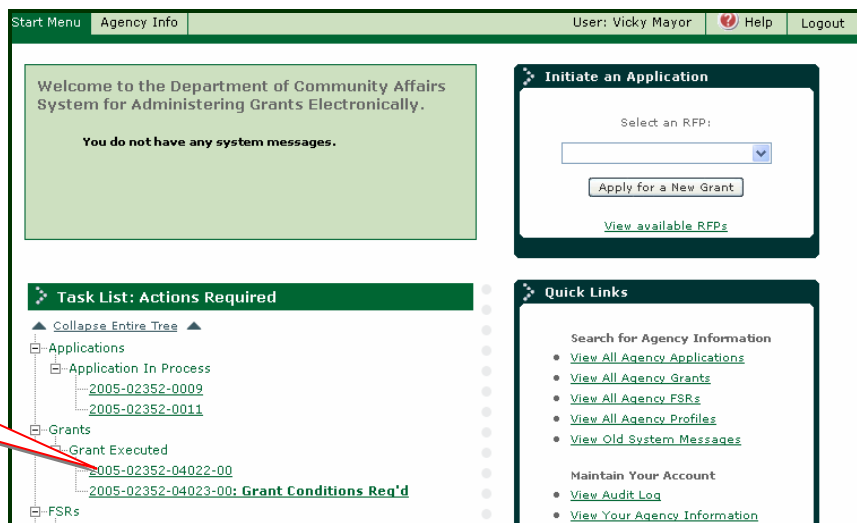
Getting Started

Login to SAGE.

At the SAGE **Main Menu**, Click on the Grant Number ❶ you want to revise.

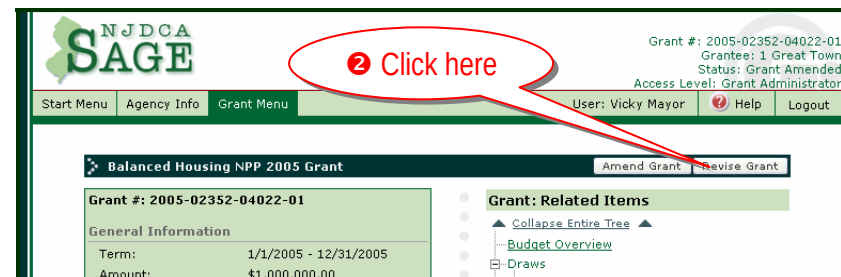
This will take you to the **Grant Menu**.

❶ Click the
Grant Number



At the **Grant Menu**, click on **Revise Grant**. ❷

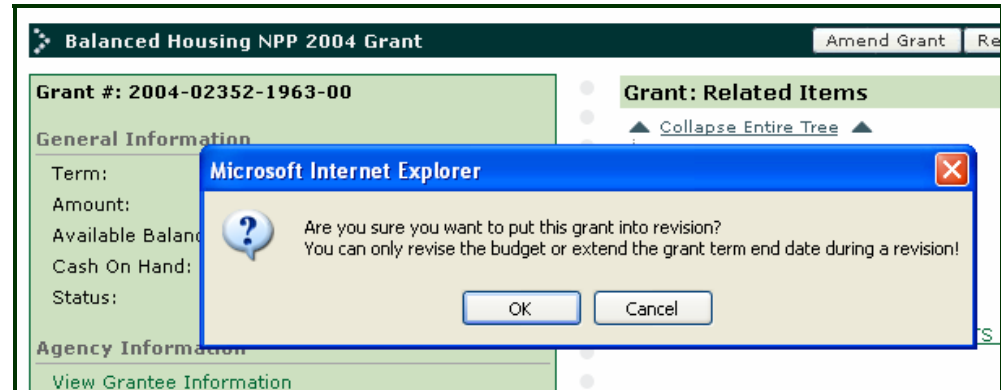
❷ Click here



A confirmation box will ask if you are sure.

Click **OK**.

The **View/Edit Grant Information** page will be displayed.



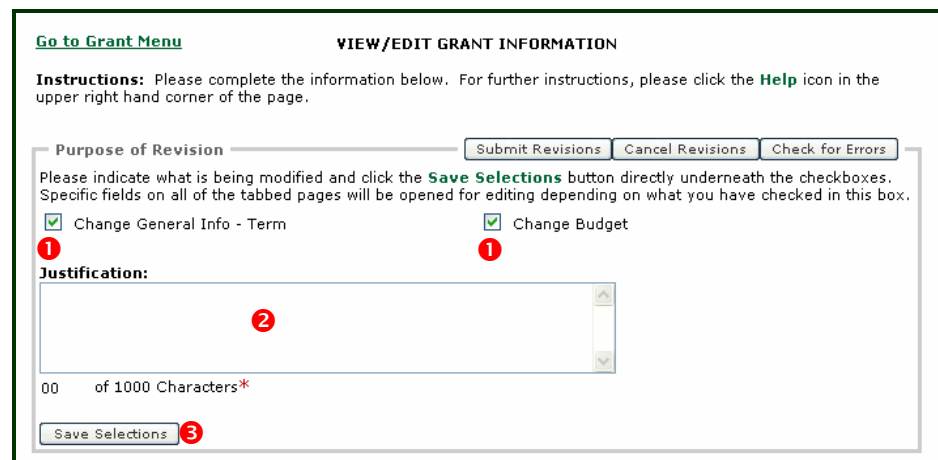
At the **View/Edit Grant Information** page, you may choose from only two topics in the **Purpose of Revision** section:

☒ **Change General Info – Term**

☒ **Change Budget.**

Select the area(s) ❶ of your grant that you want to revise by clicking the checkbox(es). Add explanatory text in the **Justification** ❷ field.

Click the **Save Selections** ❸ button directly under the checkbox area.



When you click **Save Selections**, a confirmation box will warn you that you can only make and save changes to the **Purpose of Revision** areas you selected.

If you make revisions to the **Budget**, but you did not select ☒ **Change Budget**, your changes will not be saved.

If you make revisions to **General Info**, but you did not select ☒ **Change General Info – Term**, your changes will not be saved.

Make sure you selected the appropriate **Purpose of Revision** items and then click **OK**.

Purpose of Revision

Please indicate what is being modified and click the **Save Selections** button directly underneath the checkboxes. Specific fields on all of the tabbed pages will be opened for editing depending on what you have checked in this box.

☐ Change General Info - Term ☒ Change Budget

Justification:
Need to allocate additional construction funds

Microsoft Internet Explorer

? Any purpose that was unchecked will result in loss of data that has been modified associated with that purpose. The data will return to what it was before the checkbox was checked. Continue?

General Info Budget Approvals

Grant Information

Grant Title for the new construction of 28 dwelling units

General Information

If you selected the **Change General Info – Term** checkbox, click the **General Information** tab. ❶

Click **Edit** to activate the fields. ❷

❶ Click
General Info

[Go to Grant Menu](#) **VIEW/EDIT GRANT INFORMATION**

Instructions: Please complete the information below. For further instructions, please click the **Help** icon in the upper right hand corner of the page.

Purpose of Revision [Submit Revisions](#) [Cancel Revisions](#) [Check for Errors](#)

Please indicate what is being modified and click the **Save Selections** button directly underneath the checkboxes. Specific fields on all of the tabbed pages will be opened for editing depending on what you have checked in this box.

☒ Change General Info - Term ☒ Change Budget (Award Increase: \$300,000.00)

Justification:
Cost overrun

012 of 1000 Characters*

[Save Selections](#)

General Info **Budget** **Approvals**

Grant Information [Edit](#)

Grant Title	the construction of a new three story buildin...
Grant Description (Provide funds to...)	the construction of a new three story building containing 12 one bedroom rental units affordable to families earning 40% of median income.
Term Begin Date	9/1/2004
Term End Date	10/31/2006
Transfer Ownership of Grant?	☐
Applicant	
Grantee	Elizabeth City

❷ Click Edit

Enter the date your project will be completed in the **Term End Date** field.

Click **Save**.

The screenshot shows the 'General Info' tab of the 'Grant Information' form. The 'Term End Date' field is highlighted with a red dashed box and contains the date '10/31/2006'. The form also includes fields for 'Grant Title', 'Grant Description (Provide funds to...)', 'Term Begin Date', 'Transfer Ownership of Grant?', 'Applicant', and 'Grantee'. The 'Grantee' field is populated with 'Elizabeth City'. A legend at the bottom right indicates '* = Required Field'.

Grant Information	
Grant Title	the construction of a new three story buildin...
Grant Description (Provide funds to...)	the construction of a new three story building containing 12 one bedroom rental units affordable to families earning 40% of median income.
Term Begin Date	9/1/2004
Term End Date	10/31/2006 *
Transfer Ownership of Grant?	☐
Applicant	
Grantee	Elizabeth City

* = Required Field

Previous grant information:

Previous grant information:	
Grant Title	the construction of a new three story buildin...
Grant Description (Provide funds to...)	the construction of a new three story building containing 12 one bedroom rental units affordable to families earning 40% of median income.
Term Begin Date	9/1/2004
Term End Date	8/31/2006
Transfer Ownership of Grant?	☐
Applicant	
Grantee	Elizabeth City

Your revised **Grant Information** is displayed in the top box, and your **Previous Grant Information** is displayed in the bottom box.

The screenshot shows the 'General Info' tab of the 'Grant Information' form. The 'New information' section is highlighted in red and contains the updated 'Term End Date' of '10/31/2006'. The 'Previous information' section is also highlighted in red and shows the previous 'Term End Date' of '8/31/2006'. The form includes fields for 'Grant Title', 'Grant Description (Provide funds to...)', 'Term Begin Date', 'Transfer Ownership of Grant?', 'Applicant', and 'Grantee'. The 'Grantee' field is populated with 'Elizabeth City'. The 'Edit' button is visible in the top right corner of the 'Grant Information' section.

Grant Information	
Grant Title	the construction of a new three story buildin...
Grant Description (Provide funds to...)	the construction of a new three story building containing 12 one bedroom rental units affordable to families earning 40% of median income.
Term Begin Date	9/1/2004
Term End Date	10/31/2006
Transfer Ownership of Grant?	☐
Applicant	
Grantee	Elizabeth City

New information

Previous grant information:

Previous grant information:	
Grant Title	the construction of a new three story buildin...
Grant Description (Provide funds to...)	the construction of a new three story building containing 12 one bedroom rental units affordable to families earning 40% of median income.
Term Begin Date	9/1/2004
Term End Date	8/31/2006
Transfer Ownership of Grant?	☐
Applicant	
Grantee	Elizabeth City

Previous information

Budget

If you selected the **Change Budget** checkbox, click the **Budget** ❶ tab.

Click on the [Project Component](#) ❷ link.

This will bring you to a screen where you can select **Budget Detail** items to revise.

❷ Click the [Project Component](#)

The screenshot shows the 'Budget' tab selected in the top navigation bar. A red callout bubble with the number ❶ points to the 'Budget' tab. Below the navigation bar, the 'Budget Overview' section is active, displaying a table for 'Balanced Housing: Imported GRITS Component'.

Budget Category	State/Federal	Other
Balanced Housing	\$4,000,000.00	\$10,086,767.00
Total	\$4,000,000.00	\$10,086,767.00

Click on the [Name](#) ❸ of a budget item you want to revise.

❸ Click the [Budget Item Name](#)

The screenshot shows the 'Budget Detail' tab selected. A red callout bubble with the number ❸ points to the 'REPLACEMENT RESERVE' link in the 'OTHER COSTS' section. The table below shows the detailed budget breakdown.

Description	State/Federal	Other
OTHER COSTS		
☐ REPLACEMENT RESERVE		
☐ WORKING CAPITAL		\$50,250.00
☐ H. A. S.	\$65,000.00	
☐ MARKETING EXPENSES		
☐ PROFESSIONAL FEES		\$329,879.00
☐ CONTINGENCY	\$310,710.00	
☐ DEVELOPER FEE		\$724,000.00
☐ FINANCE, ETC.		\$693,167.00
☐ ACQUISITION		\$600,000.00
☐ CONSTRUCTION	\$3,624,290.00	\$7,689,471.00
Minor Category Sub-Total	\$4,000,000.00	\$10,086,767.00
Approved Expenses	\$65,000.00	
Major Category Sub-Total	\$4,000,000.00	\$10,086,767.00
Grand Total	\$4,000,000.00	\$10,086,767.00

* = Required Field

Change the **State/Federal** dollar amount.

Click **Save**. ❷

If the system does not return you to the **Budget Detail** page, click the **Budget Detail** ❸ tab.

The screenshot shows the 'Grant Budget' window with the 'Budget Detail' tab selected. The window has a title bar with 'General Info', 'Budget', and 'Approvals' tabs. Below the title bar are sub-tabs: 'Budget Overview', 'Budget Summary', 'Budget Detail', and 'Add Budget Item'. The 'Budget Detail' tab is active, showing a form for 'Balanced Housing: Imported GRITS Component'. The form includes fields for 'Budget Category for this budget item:' (Balanced Housing: OTHER COSTS), 'Provide a short description for this budget item (should be)' (H. A. S.), and 'Provide a more detailed description for this budget item:' (H. A. S.). At the bottom, there are two sections for dollar amounts: 'State/Federal' with a value of '\$65,000.00' and 'Other' with a value of '\$0.00'. Both sections show 'Expended' amounts and are labeled '(for Balanced Housing: OTHER COSTS)'. A red callout ❶ points to the 'State/Federal' dollar amount field. A red callout ❷ points to the 'Save' button at the bottom right. A red callout ❸ points to the 'Budget Detail' tab.

❶ Revise the dollar amount.

❷ Save.

❸ Click Budget Detail.

At the **Budget Detail** page, click on the Name ❶ of another budget item you want to revise.

❶ Click the
Budget Item Name

The screenshot shows the 'Budget Detail' page for a grant. The page has tabs for 'General Info', 'Budget', and 'Approvals'. Under the 'Budget' tab, there are sub-tabs for 'Grant Budget', 'Budget Overview', 'Budget Summary', 'Budget Detail', and 'Add Budget Item'. The 'Budget Detail' tab is selected, showing a table for 'Balanced Housing: Imported GRITS Component'.

Balanced Housing			
	Description	State/Federal	Other
OTHER COSTS			
☐	REPLACEMENT RESERVE		
☐	WORKING CAPITAL		\$50,250.00
☐	H. A. S.	\$65,000.00	
☐	MARKETING EXPENSES		
☐	PROFESSIONAL FEES		\$329,879.00
☐	CONTINGENCY	\$310,710.00	
☐	DEVELOPER FEE		\$724,000.00
☐	FINANCE, ETC.		\$693,167.00
☐	ACQUISITION		\$600,000.00
☐	CONSTRUCTION	\$3,624,290.00	\$7,689,471.00
Minor Category Sub-Total		\$4,000,000.00	\$10,086,767.00
Approved Expenses		\$65,000.00	
Major Category Sub-Total		\$4,000,000.00	\$10,086,767.00
Grand Total		\$4,000,000.00	\$10,086,767.00

* = Required Field

Change the **State/Federal** ❶ dollar amount.

Click **Save**. ❷

If the system does not return you to the **Budget Detail** page, and you need to revise additional budget items, click the **Budget Detail** ❸ tab.

Continue this process until you have entered your revisions to each budget item that is to be revised.

Save each form.

The screenshot shows the 'Budget Detail' tab of the 'Grant Budget' form. The form is titled 'Balanced Housing: Imported GRITS Component'. It contains fields for 'Budget Category for this budget item:' (Balanced Housing: OTHER COSTS), 'Provide a short description for this budget item (should be)' (CONSTRUCTION), and 'Provide a more detailed description for this budget item:' (CONSTRUCTION). Below these fields is a section for 'Enter the dollar amounts associated with the budget item:' with two columns: 'State/Federal' and 'Other'. The 'State/Federal' column shows a value of '\$3,629,290.00' and 'Expended: \$65,000.00 (for Balanced Housing: OTHER COSTS)'. The 'Other' column shows a value of '\$7,689,471.00' and 'Expended: \$0.00 (for Balanced Housing: OTHER COSTS)'. At the bottom, there is a legend '* = Required Field' and 'Save' and 'Cancel' buttons. Three red callouts with numbered circles point to specific parts of the form: ❶ points to the 'State/Federal' dollar amount field, ❷ points to the 'Save' button at the bottom right, and ❸ points to the 'Budget Detail' tab at the top.

❶ Revise the dollar amount.

❷ Save.

❸ Click Budget Detail.

The **Grand Total** in the **Grant Budget** must equal the **Grand Total** in the **Previous Grant Budget Detail**.

Grant Budget			
Budget			
Budget Overview Budget Summary Budget Detail Add Budget Item Edit Delete			
Balanced Housing: Imported GRITS Component			
Description	State/Federal	Other	
OTHER COSTS			
☐ REPLACEMENT RESERVE			
☐ WORKING CAPITAL		\$50,250.00	
☐ H. A. S.	\$60,000.00		
☐ MARKETING EXPENSES			
☐ PROFESSIONAL FEES		\$329,879.00	
☐ CONTINGENCY	\$310,710.00		
☐ DEVELOPER FEE		\$724,000.00	
☐ FINANCE, ETC.		\$693,167.00	
☐ ACQUISITION		\$600,000.00	
☐ CONSTRUCTION	\$3,629,290.00	\$7,689,471.00	
Minor Category Sub-Total	\$4,000,000.00	\$10,086,767.00	
Approved Expenses	\$65,000.00		
Major Category Sub-Total	\$4,000,000.00	\$10,086,767.00	
Grand Total	\$4,000,000.00	\$10,086,767.00	

Previous Grant Budget Detail			
Balanced Housing			
Description	State/Federal	Other	
OTHER COSTS			
REPLACEMENT RESERVE			
WORKING CAPITAL		\$50,250.00	
H. A. S.	\$65,000.00		
MARKETING EXPENSES			
PROFESSIONAL FEES		\$329,879.00	
CONTINGENCY	\$310,710.00		
DEVELOPER FEE		\$724,000.00	
FINANCE, ETC.		\$693,167.00	
ACQUISITION		\$600,000.00	
CONSTRUCTION	\$3,624,290.00	\$7,689,471.00	
Minor Category Sub-Total	\$4,000,000.00	\$10,086,767.00	
Major Category Sub-Total	\$4,000,000.00	\$10,086,767.00	
Grand Total	\$4,000,000.00	\$10,086,767.00	

Submitting the Revision

When you are finished, click **Submit Revisions**.

A confirmation box will ask if you are sure. Click **OK**.

Purpose of Revision

Submit Revisions Cancel Revisions Check for Errors

Please indicate what is being modified and click the **Save Selections** button directly underneath the checkboxes. Specific fields on all of the tabbed pages will be opened for editing depending on what you have checked in this box.

☒ Change General Info - Term ☒ Change Budget (Revision)

Justification:

00 of 1000 Characters*

Microsoft Internet Explorer

Are you sure you are done modifying this grant?

OK Cancel

You will be returned to the **Grant Menu**, which will display the message “You have submitted the grant revision.”

When a **Grant Revision** has been submitted, the status of the grant changes to **Grant Revision Review Required**.

When your revision is approved, you will receive a letter from DCA.

The screenshot displays the SAGE system interface for the 'Balanced Housing NPP 2004 Grant'. The top navigation bar includes 'Start Menu', 'Admin', 'RFP Menu', 'Grant Menu', 'User: Michael Weaver', 'Help', 'Notes', and 'Logout'. The main content area shows a message: 'You have submitted the grant revision.' Below this, the 'Balanced Housing NPP 2004 Grant' section displays the following information:

Grant #: 2004-02352-1963-00	
General Information	
Term:	11/1/2003 - 10/31/2006
Amount:	\$4,000,000.00
Available Balance:	\$3,935,000.00
Cash On Hand:	\$0.00
Status:	Grant Revision Review Required
Agency Information	
View Grantee Information	

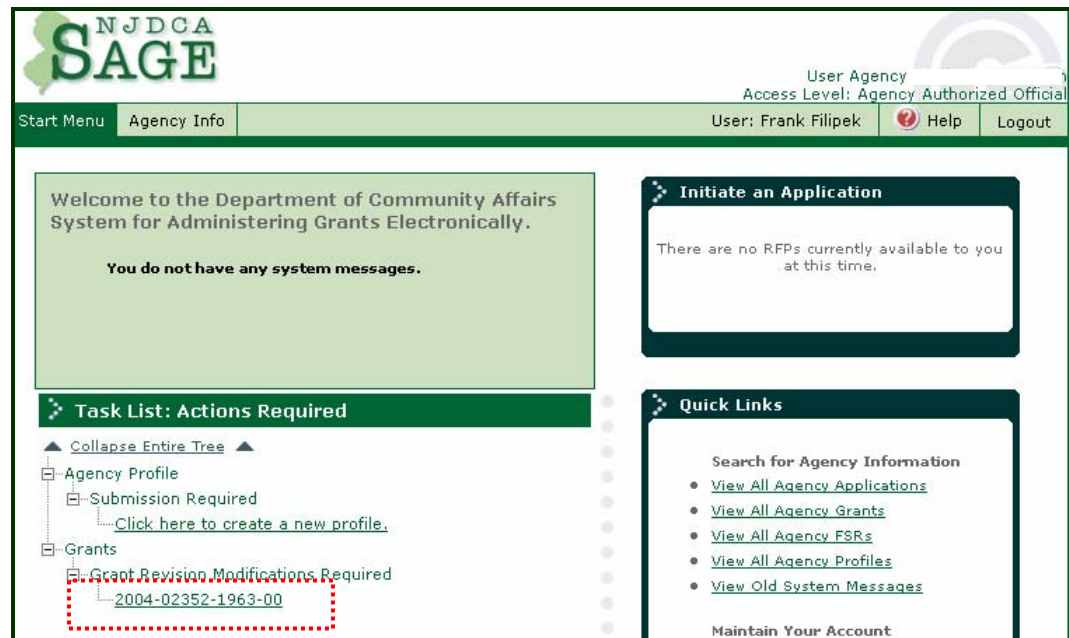
To the right of the main information panel is a 'Grant: Related Items' section with a tree view. The tree is expanded to show 'Advance Requests', which includes 'Payment Complete' and 'Advance #1'. 'Advance #1' is further expanded to show 'Financial Status Reports' and 'Expenses Recorded'. The 'Expenses Recorded' item is expanded to show 'FSR #1 - BH: Imported GRITS Component'. A 'View Revisions' button is located at the top right of the main information panel.

Modifications Required

If the DCA Grant Manager determines that you need to modify the grant revisions you submitted, you will receive a notification in your task list.

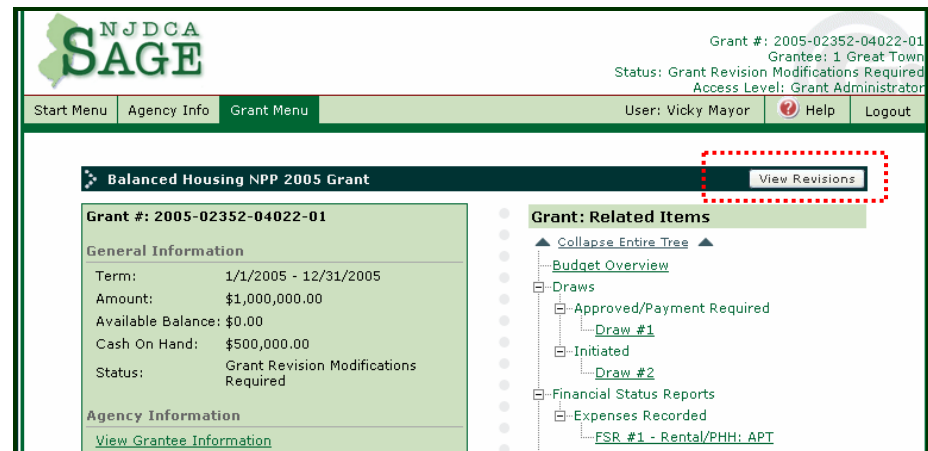
At the Start Menu, Click the [grant number](#) under **Grants** → **Grant Revision Modifications Required**.

This will take you to the **Grant Menu**.



At the **Grant Menu** page, click on **View Revisions**.

You will be taken to the **View/Edit Grant Information** page.



Your Grant Manager's comments about your Grant Revision will be displayed at the bottom of the **Purpose of Revision** box.

Click the appropriate page tab **1** (in the illustration it would be the **General Info** tab). Make the required changes and click **Save**.

To make modifications to General Information, see [General Information](#).

To make modifications to the Budget, see [Budget](#).

Click **Check for Errors**. **2** If SAGE finds errors, make the necessary corrections and click **Save**.

When you have finished, click **Submit Revisions**. **3**

Once you have submitted your Revision, you cannot make any additional changes. If you notice an error or you need to change something in your Revision Request, contact your DCA Grant Manager and ask him or her to return your Revision Request with "Modifications Required."

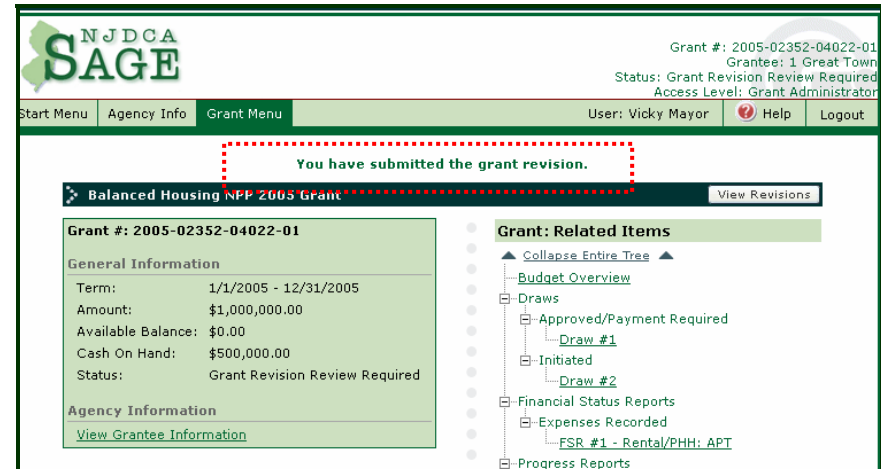
The screenshot displays the 'VIEW/EDIT GRANT INFORMATION' page. At the top, there is a 'Go to Grant Menu' link and a 'VIEW/EDIT GRANT INFORMATION' title. Below this, an 'Instructions' box states: 'Please complete the information below. For further instructions, please click the Help icon in the upper right hand corner of the page.' The main form area is titled 'Purpose of Revision' and contains two tabs: 'Submit Revisions' and 'Check for Errors'. The 'Check for Errors' tab is selected, and a red callout '2 Check errors' points to it. The form includes a 'Justification' section with a text area containing the text 'need another 12 months to complete the project--builder had major problems with Union' and a character count '085 of 1000 Characters*'. Below this is a 'Save Selections' button. A red dashed box highlights the 'Modification Comments' section, which contains the text 'Shorten your completion date--to May of 2007 at the latest.' At the top right of the form, there are three buttons: 'Submit Revisions', 'Cancel Revisions', and 'Check for Errors'. A red callout '3 Submit' points to the 'Submit Revisions' button. At the bottom of the page, there is a 'General Info' tab and a 'Budget' tab. The 'General Info' tab is selected, and a red callout '1 Click a tab' points to it. The 'General Info' tab displays a table with the following information:

Grant Information	
Grant Title	for Highpoint at Lambertville, an 87 unit ren...
Grant Description (Provide funds to...)	for Highpoint at Lambertville, an 87 unit rental project for seniors.
Term Begin Date	9/1/2003
Term End Date	8/31/2007

You will be returned to the **Grant Menu**, which will display the statement, “You have submitted the grant revisions.”

When a Grant Revision has been re-submitted, the status of the grant changes to **Grant Revision Review Required**.

When the modifications to your revisions are approved, you will receive a letter from DCA.



Cancel Revision

If you submit your Grant Revision modifications, but you receive notification from DCA that additional modifications are required, you may—

- Make the modifications and re-submit the Revision Request

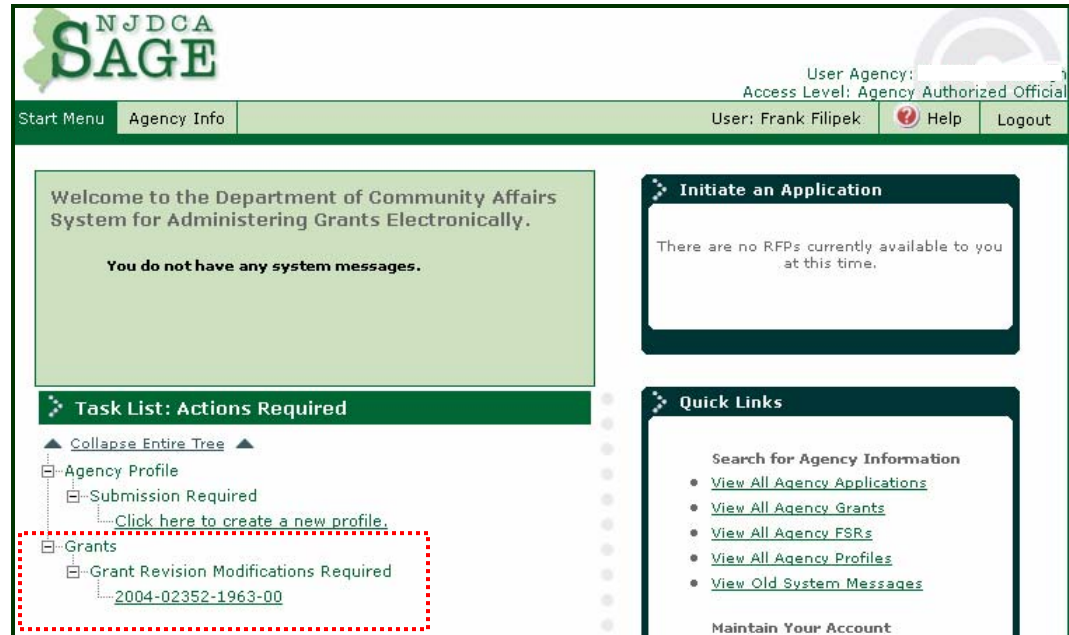
—or—

- Cancel the Revision Request

If you cancel the Revision Request, the most recently approved version of your grant will remain as the active version. The grant revision submission will be retained in your SAGE digital records for historical purposes. SAGE will erase all traces of the Revision Request in your Grant/Revision History.

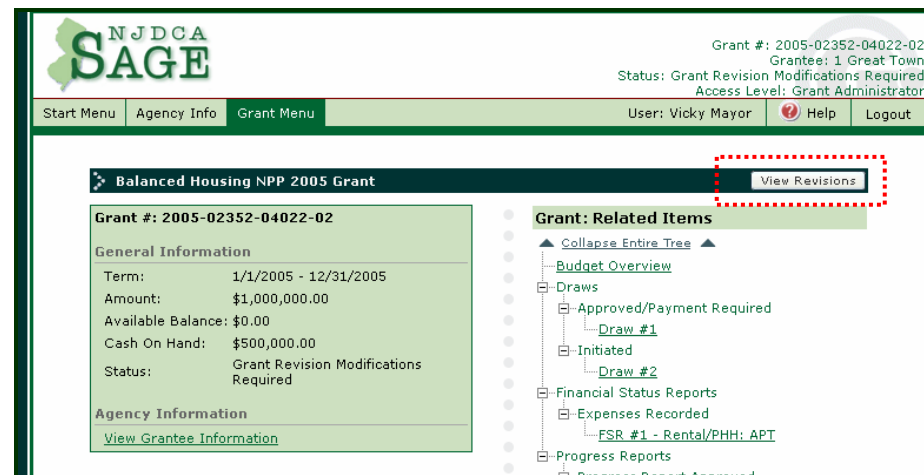
At the Start Menu, click the [grant number](#) under **Grants → Grant Revision Modifications Required**.

This will take you to the **Grant Menu**.



At the **Grant Menu**, click **View Revisions**.

This will take you to the **View/Edit Grant Information** page.



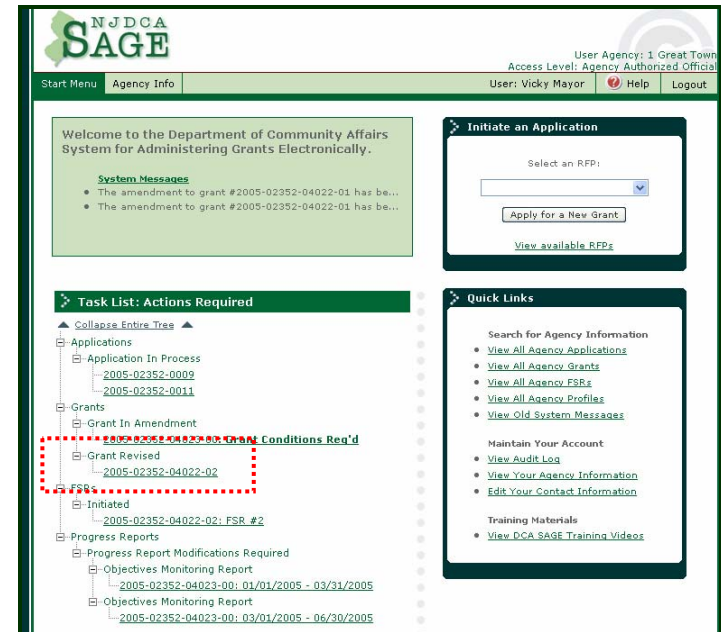
At the **View/Edit Grant Information** page, click **Cancel Revisions**.

A confirmation box will ask if you are sure. Click **OK**.

You will be returned to the **Grant Menu**, which will display the statement, “You have cancelled the grant revision.”

Grant Revised

If your Grant Revision is approved, the final status will be **Grant Revised**. That means your Grant Revision has been approved and is an active version of your grant.



Additional Assistance

DCA SAGE Help Desk

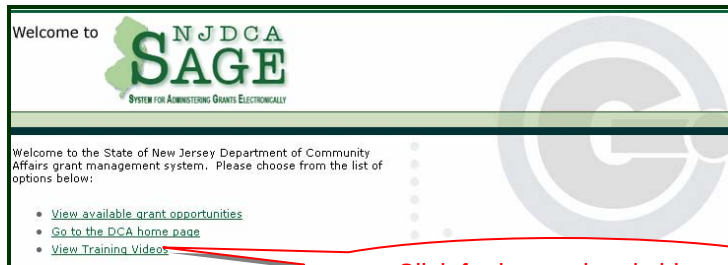
Email or call the DCA Help Desk—

helpdesk@dca.state.nj.us

609-292-8134

Instructional Videos

Click [View Training Videos](#) at the SAGE Login screen for a selection of online videos illustrating the features and functions of SAGE.



Training

To be announced.

Attachment A – Agency Security Levels

	Agency Authorized Official	Agency Administrator	Agency Staff	Unassigned
Add Application Checklist Item	X	X	X	
Compare Application Data	X	X		
Create Application	X	X		
Create Profile	X	X		
Delete Profile	X	X		
Edit Agency Information	X	X		
Edit Application Contacts	X			
Edit Application Program Information	X	X		
Edit Contact Information	X	X	X	X
Edit Peer Reviewer Profile Information	X	X	X	X
Edit Profile	X	X		
Edit Tasks/Notes	X			
Edit/View Application Checklist Item	X	X	X	
Email Application Contacts	X	X	X	
Email Grant Contacts	X	X	X	
Print Grant Documents	X	X	X	
Request/Download One-Click PDF	X	X	X	
Score/Comment Review Questions on Narrative Pages	X	X		
Search for Applications	X	X	X	
Search for FSRs	X	X	X	
Search for Grants	X	X	X	
Search for Profiles	X	X	X	

Continued on next page...

New Jersey Department of Community Affairs - SAGE manual for Applicants and Grantees
Managing Grants

	Agency Authorized Official	Agency Administrator	Agency Staff	Unassigned
Search for Progress Reports	X	X	X	
Submit Application	X			
Submit Audits	X	X		
Submit Profile	X	X		
View Agency Information	X	X	X	
View Applicant Main Menu	X	X	X	
View Application	X	X	X	
View Audit Log	X	X	X	
View DCA Admin Screens	X			
View FSR	X	X		
View Grant	X	X	X	
View Page Help	X	X	X	X
View Peer Reviewer Profile Information	X	X	X	X
View Profile	X	X	X	
View Progress Report	X	X	X	
View Un-affiliated Menu				X
View/Delete/Complete System Messages	X	X	X	
View/Edit Service Area Types	X	X		
View/Satisfy Expected Attachments	X			

Attachment B – Balanced Housing Only

To apply for the Balanced Housing program, an applicant must be an eligible municipality or be authorized by an eligible municipality. Answering the questions in this part of the **Applicant Information** form will help you determine if the project's municipality is eligible to receive funds. The program also requires a resolution from the municipality authorizing the application. At the bottom of the page you will be prompted to answer a question concerning the supportive documentation you will need to submit a complete application. Indicate the status of this documentation and click the **Save** button.

Zip Code:

Applications for Balanced Housing Funds can only be accepted for projects located in Municipalities meeting at least one of the following criteria: Please check off the appropriate category(ies) for the municipality in which the project is located. Also, specify the date of the action.

☐ 1. The municipality has petitioned the Council on Affordable Housing for substantive certification.	Date:
☐ 2. The municipality has received substantive certification from the Council on Affordable Housing.	Date:
☐ 3. The municipality has entered into a judicially-approved compliance agreement to settle its fair share housing obligation. (Note: Must have Judgment of Repose)	Date:
☐ 4. The municipality is subject to a court-ordered builder's remedy.	Date:
☐ 5. The municipality has been designated as a receiving municipality under a regional contribution agreement and a project plan has been approved by the Council on Affordable Housing.	
☐ 6. The municipality has, at any time since FY 1988 been eligible to receive State aid pursuant to P.L. 1978, c.14 (NJSA 52:27D-178 et. seq.).	

Note: Projects that are located in municipalities that are eligible in accordance with #1 above only shall not be eligible to receive program funding until the municipality's Fair Share Plan has received substantive certification from the Council on Affordable Housing.

Note: Projects that are located in municipalities that are eligible in accordance with #4 above, shall not be eligible to receive a funding commitment or program funding until the municipality's Fair Share Plan has been judicially approved by the issuance of a Judgment of Repose.

I certify that a municipal resolution to apply for Balanced Housing funds has been presented and approved by council and that the original sealed resolution will be submitted under separate cover. I understand that without the municipal resolution this application will be considered incomplete and will not be reviewed. (See [Sample Resolution Appendix L](#))

Municipal Resolution: *

Mayor's Letter: *

Authorized Agency Signatory: *

Project Location

Complete all fields in the form. For some programs, you will be asked to determine if your project is located in a **Smart Growth** area. If this is the case for your project, click the hyperlink for the **Smart Growth Locator**. ❶ If you don't know your **Census Tract #**, click the link ❷ next to the field. When you get to the FFIEC website, click on [Census Report System](#).

You can type in directions ❸ to the project site in the text field at the bottom of the page. Click **Save** ❹ when you have completed the form.

The Smart Growth Locator is a reference tool only, and is not used for making a final determination as to whether a property is in a designated growth area or not. Please make sure that you read the information contained in the Help Link on the page before attempting to use the Smart Growth Locator.

Complete and save each of the application forms and check them for errors.

[Return to Previous Page](#) SECTION II - PROJECT IDENTIFICATION
PART B: PROJECT LOCATION [? Check for Errors](#)
* = Required Field

Instructions: Please complete this page, then click the save button.

◀ Back Save Clear Next ▶ View PDF

Project Name: *

Street Address: *

Municipality: *

County: *

State: NJ

Zip Code: *

Please read the information on the Smart Growth Locator contained on the help page of this screen.

Is project located in a Smart Growth Area? *(Smart Growth [Locator](#)) ❶

Census Tract #: * (Can be found at www.ffiec.gov, Geocoding/Mapping System) ❷

Legislative District #: *

Congressional District #: *

PLEASE GIVE DIRECTIONS TO THE PROJECT SITE. USE PREFERENCES OF TRAVEL ALONG MAJOR THOROUGHFARES TO MUNICIPALITY AND TO SPECIFIC PROJECT ADDRESS:

00 of 2000 Characters*

◀ Back Save Clear Next ▶ View PDF

❸ Type in directions

❹ Click Save

Site Information

When you get to **Section III: Site Information, Part C: Site Conditions**—

2005 Balanced Housing NPP 2005 Application Submit Application Delete Application

Application #: 2005-02352-0036

General Information

RFP Type: Competitive
Application Manager: [Richard Montemore](#)
Status: Application In Process
Due Date: 12/31/2005 (Sat)

Agency Information

[View Applicant Information](#)

Application Information

- [Application Program Description](#)
- [Project Objectives](#)

Contacts

- [Control Access to Application](#)
- [Send Email to Application Contacts](#)

Components

- [Program Components](#)
- [Optional Components](#)

Application Forms

[Collapse Entire Tree](#)

- SECTION I: GENERAL INFORMATION
 - [Applicant Information](#)
- SECTION II: PROJECT IDENTIFICATION
 - [PART B: Project Location](#)
 - [PART C: Project Description](#)
 - [PART D: Type of Construction](#)
 - [PART E: Type of Development](#)
 - [PART F: Type of Units](#)
 - [PART G: Development Amenities](#)
 - [PART H: Target Population](#)
 - [PART I: Market & Community Support](#)
 - [PART J: Special Needs Services](#)
- SECTION III: SITE INFORMATION
 - [PART A: Site\(s\) Description](#)
 - [PART B: Site\(s\) Control](#)
 - [PART C: Site Conditions](#) ←
 - [PART D: Zoning & Planning](#)
 - [PART E: Plans & Specifications](#)
- SECTION IV: DEVELOPMENT INFORMATION
 - [PART A: Sponsor Information](#)
 - [PART B: Owner Information \(Borrower Entity\)](#)

Number 7 and number 10 apply to *new construction only*.

If your project is *not* new construction, select ☒ N/A.

Well	☐ Yes	☐ No *		
Septic	☐ Yes	☐ No *		

7. For New Construction, provide documentation of availability of site utilities-provide a letter or appropriate document signed by the community's authorized professional engineer certifying that utility services (usually water and sewer) are available to the site. Such documentation should entail the location, availability and adequacy of utility service to the proposed development. Letter from utility companies indicating availability of gas, electricity, and telephone must be submitted.

☐ I will/have mailed this attachment ☐ I will/have uploaded this attachment *

☐ N/A

8. Identify any current taxes and assessments, utility charges, trash collection fees, and liens or other charges on the land. Provide the following documentation:

- **Proof of local Tax Rate**- For new construction submit proof of property tax rate. For existing property submit copy of most recent year's tax bill.
- **Proof of Water Charges**- Ordinance designating water rates if project involves new construction. Actual water charges for the past 12 months should be included for other properties.
- **Proof of Sewer Charges**- Ordinance designating sewer rates if project involves new construction. Actual sewage charges for the past 12 months should be included for other properties.
- **Tap Fees**- Ordinance designating tap fees if the project involves new construction or new hook-up to public water or sewer.

☐ I will/have mailed this attachment ☐ I will/have uploaded this attachment *

9. Describe any pending and/or future charges or assessments:

00 of 1000 Characters*

10. Soil Conditions- for new construction the suitability of soil conditions and soil bearing.

☐ I will/have mailed this attachment ☐ I will/have uploaded this attachment *

☐ N/A

11. Environmental Review- Attach a narrative identifying any known environmental conditions on the site. Should you receive federal funds to complete this project, you will be required to complete the environmental review process for receipt of federal funds (i.e., completing only a Level 1 and/ or Level 2 is not sufficient). This generally requires either determining your project to be Categorically Excluded or completing an Environmental Assessment and the appropriate process including publication.

☐ I will/have mailed this attachment ☐ I will/have uploaded this attachment *

Indicate the environmental review procedures you will be following, and include a copy of documents/reviews you have completed:

☐ Categorically excluded and publishing an NOI/RROF (federal funds only)

☐ Environmental Assessment and publishing a FONSI (federal funds only)

☐ Level 1

Attachment C – Finding an Application when it is not on your task list

To find an Application that does not show up on your **Task List**, at the SAGE **Start Menu**, click [View All DCA SAGE Applications](#) in the **Quick Links** box.

You will be taken to the **Search Applications** screen.

The screenshot displays the NJ DCA SAGE system interface. At the top, the logo "NJ DCA SAGE" is visible. The user agency is "New Jersey Department of Community Affairs" and the access level is "Grant Program Staff". The user is "Melissa Nazario". The interface includes a "Start Menu" with "Admin" and "Initiate a Grant Application" options. The "Initiate a Grant Application" section has a dropdown menu to "Select the type of Grant Program:" and an "Initiate" button. The "Project Management Task List" section shows a tree view of "Grants" with a list of grant funding required items, each with a unique ID. The "Quick Links" section provides various links for account management, DCA SAGE Overview, and DCA SAGE Manuals. The link "View All DCA SAGE Applications" is highlighted with a red dashed box.

Welcome to the Department of Community Affairs System for Administering Grants Electronically

You do not have any system messages.

Project Management Task List

▲ Collapse Entire Tree ▲

[-] Grants

[-] Grant Funding Required

- 2006-15554-0100-00
- 2006-15554-0101-00
- 2006-15554-0102-00
- 2006-15554-0103-00
- 2006-15554-0104-00
- 2006-15554-0105-00
- 2006-15554-0106-00
- 2006-15554-0107-00
- 2006-15554-0108-00
- 2006-15554-0109-00
- 2006-15554-0110-00
- 2006-15554-0111-00
- 2006-15554-0112-00
- 2006-15554-0113-00
- 2006-15554-0114-00
- 2006-15554-0115-00
- 2006-15554-0116-00
- 2006-15554-0117-00
- 2006-15554-0119-00
- 2006-15554-0120-00

Quick Links

Maintain Your Account

- [Edit Your Contact Information](#)

DCA SAGE Overview

- [View All DCA SAGE RFPs](#)
- [View All DCA SAGE Agencies](#)
- [View All DCA SAGE Contacts](#)
- [View All DCA SAGE Applications](#)
- [View All DCA SAGE Grants](#)
- [View All DCA SAGE FSRs](#)
- [View All DCA SAGE Progress Reports](#)
- [View All DCA SAGE Grant Orders](#)
- [View All DCA SAGE Payments](#)
- [View All DCA SAGE Agency Profiles](#)
- [View All DCA SAGE Audits](#)
- [View Old System Messages](#)
- [View Old Expected Attachments](#)
- [View All DCA SAGE Reports](#)
- [View DCA SAGE Training Videos](#)
- [View available grant opportunities](#)

DCA SAGE Manuals

- [Grantee/User Manual](#)

At the **Search Applications** page, enter your search criteria.
Click **Search**.

[Back to Main Menu](#) **SEARCH APPLICATIONS**

Instructions: Please complete the information below. For further instructions, please click the **Help** icon in the upper right hand corner of the page.

Application Search Search Clear

Application #

Request For Proposal

RFP Type

Status

Fiscal Year

Agency

County

Division

Application Manager

Search Clear

The applications that fit your criteria will be listed at the bottom of the page.

Click on the desired [Application number](#).

You will be brought to the **Application Menu**.

[Back to Main Menu](#) **SEARCH APPLICATIONS**

Instructions: Please complete the information below. For further instructions, please click the **Help** icon in the upper right hand corner of the page.

Application Search

Application #

Request For Proposal

RFP Type

Status

Fiscal Year

Agency

County

Division

Application Manager

Search

Clear

Search criteria: Status IN (Application Submitted) and Request For Proposal = Balanced Housing NPP 2005

Application Search

Export Data

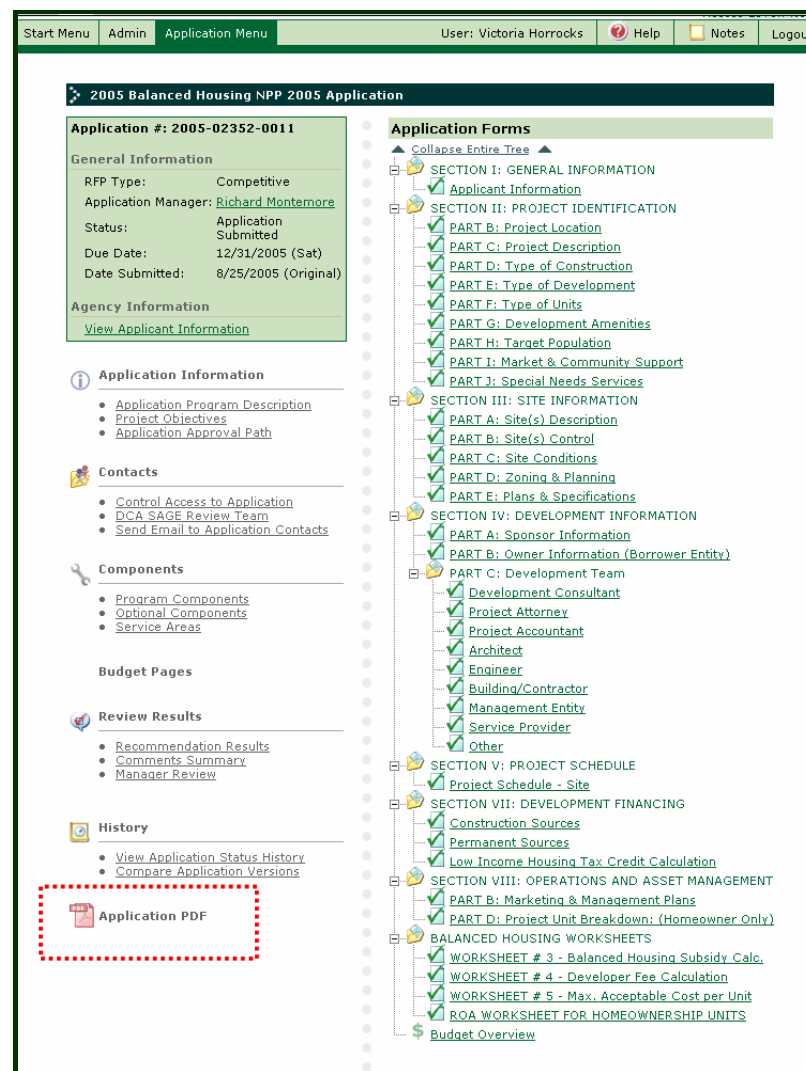
Application #	Agency	Status	Request For Proposal	Division	Application Manager
2005-02352-0008	Isles, Inc.	Application Submitted	Balanced Housing NPP 2005	Division of Housing	Richard Montemore
2005-02352-0011	Willingboro Township	Application Submitted	Balanced Housing NPP 2005	Division of Housing	Richard Montemore
2005-02352-0034	Community Concepts, LLC	Application Submitted	Balanced Housing NPP 2005	Division of Housing	Richard Montemore
2005-02352-0035	Community Concepts, LLC	Application Submitted	Balanced Housing NPP 2005	Division of Housing	Richard Montemore
2005-02352-0037	Community Concepts, LLC	Application Submitted	Balanced Housing NPP 2005	Division of Housing	Richard Montemore

[Records 1 - 5 of 5]

Obtaining an Adobe PDF file of your completed Application Forms

At the Application Menu, click **Application PDF** on the lower left side of the screen.

You will be brought to the **View Full PDF** screen.



At the **View Full PDF** screen, click on **Generate Full PDF**.

Start Menu Admin Application Menu User: Victoria Horrocks Help Notes Logout

View Full PDF PDF: View Full PDF

Application #: 2005-02352-0011

General Information

RFP Type: Competitive

RFP Contact: [Richard Montemore](#)

Status: Application Submitted

Due Date:

Generate Full PDF

Generate Blank Full PDF

A message will be displayed on the right side of the screen—

“Your PDF request is being processed. You will receive an E-Mail when the PDF is generated.”

You will receive an email on the next business day, informing you that your PDF has been generated.

When you receive it, repeat the instructions beginning at [Obtaining an adobe PDF file of your completed Application Forms](#) to get to the **View Full PDF** page.

Start Menu Admin Application Menu User: Victoria Horrocks Help Notes Logout

View Full PDF PDF: View Full PDF

Application #: 2005-02352-0011

General Information

RFP Type: Competitive

RFP Contact: [Richard Montemore](#)

Status: Application Submitted

Due Date:

Generate Full PDF

Generate Blank Full PDF

Your PDF request is being processed. You will receive an E-mail when the PDF is generated.

At the **View Full PDF** screen, on the right side of the page, you will see the message—

“• Download the full [PDF](#) (Generated on <day, date>)”

Click the [PDF](#) link.

Your Application Forms (in an Adobe PDF file) will be displayed. You can print the forms and/or save them to your computer system.

The screenshot shows the 'View Full PDF' screen in the SAGE system. The top navigation bar includes 'Start Menu', 'Admin', 'Application Menu', 'User: Michael Cannon', 'Help', 'Notes', and 'Logout'. The main content area is titled 'View Full PDF' and displays 'Application #: 2006-99900-0176'. Below this, a 'General Information' box lists: 'RFP Type: Competitive', 'RFP Contact: Jennie Purcell', 'Status: Application In Staff Review', and 'Due Date:'. To the right of this box is a vertical list of 10 dots. Below the information box are two buttons: 'Generate Full PDF' and 'Generate Blank Full PDF', each with a PDF icon. On the right side of the screen, a message box titled 'PDF: View Full PDF' contains the text: '• Download the full [PDF](#) (Generated on Wednesday, November 02, 2005)'.

Attachment D – Forgot Your SAGE Password?

If you forget your SAGE password, click the [Forgot Your Password?](#) link on the SAGE login screen.

You will be taken to the **Request User Name and Password** screen.

Welcome to

NJ DCA
SAGE
SYSTEM FOR ADMINISTERING GRANTS ELECTRONICALLY

Welcome to the State of New Jersey Department of Community Affairs grant management system. Please choose from the list of options below:

- [View available grant opportunities](#)
- [Go to the DCA home page](#)
- [View Training Videos](#)
- [Download The DCA SAGE User Manual \(PDF\)](#)

Downloads
[Internet Explorer](#)
[Adobe Acrobat Reader](#)

Login

Username:

Password:

[Forgot Your Password?](#)
[Request SAGE Access](#)

If you have installed a pop up blocker, it MUST BE DISABLED before entering the SAGE system.

This is the DCA's grant management system. It is a system that requires authorization for access. If you do not have a username and password and would like to use DCA SAGE, please contact your Agency Authorized Official who can give you access. If your agency is not registered with DCA SAGE, please have your Agency Authorized Official [Request SAGE Access](#). For DCA SAGE site technical assistance, please contact the DCA SAGE help desk at helpdesk@dca.state.nj.us or (609) 292-8134.
Thank you.

At the **Request User Name and Password** screen, enter your first name, last name, and email address in the appropriate fields.

The e-mail address *must match* the email address listed in your SAGE profile.

Click **Send**.

[Return to Previous Page](#) **REQUEST USER NAME AND PASSWORD**

Instructions: Enter your name, email address, and click the **Send** button to have a new password generated and sent to your email address. The e-mail address entered on this page must match the email address listed in your profile.

Request User Name and Password

First Name

Last Name *

Email *

A confirmation screen will be displayed, telling you that your user name and password will be emailed to you.

You will want to change your password to something that you can easily remember in the future. To change your password, see [Modifying your own information](#).

[Return to Previous Page](#) **CONFIRMATION**

Instructions: Your password and user name has been sent to your email address.

Attachment E – SAGE Start Menu

When you login to SAGE, you are automatically brought to your personalized **Start Menu** page. The SAGE **Start Menu** is divided into five sections.

- Section 1 – Task Bar
- Section 2 – System Messages
- Section 3 – Initiate an Application
- Section 4 – Task List
- Section 5 – Quick Links

The screenshot displays the SAGE Start Menu interface. At the top, the NJ DCA SAGE logo is on the left, and the user information 'User Agency: New Jersey Department of Community Affairs', 'Access Level: SAGE System Administrator', 'User: Victoria Horrocks', and buttons for 'Help' and 'Logout' are on the right. Below the header, the interface is divided into five sections, each highlighted by a red dashed box:

- Section 1 – Task Bar:** Located at the top, it contains the 'Start Menu' and 'Admin' tabs.
- Section 2 – System Messages:** A green box containing a welcome message and a status indicator: 'You do not have any system messages.'
- Section 3 – Initiate an Application:** A box titled 'Initiate a Grant Application:' with a sub-header 'Select the type of Grant Program:' and an 'Initiate' button.
- Section 4 – Task List:** A box titled 'Project Management Task List' containing a tree view of tasks. The tree includes 'Agency Profile', 'Approval Required' (with sub-items like 'Isles, Inc.: Required Update', 'Community Concepts, LLC', 'Hunterdon County Educational Services Commission: Required Update', 'Gloucester County College: Required Update', and 'Bergen County: Required Update'), 'Applications' (with sub-items like 'Application In Process' and '2006-15234-0055'), 'Grants' (with sub-items like 'Grant In Revision', '2001-02352-1687-00', '2002-02352-1254-00', '2004-02352-1963-00', 'Grant In Amendment', '2002-02352-1250-00', and '2004-02352-1976-00'), and 'Expected Attachments'.
- Section 5 – Quick Links:** A box titled 'Quick Links' containing two groups of links: 'Maintain Your Account' (with 'Edit Your Contact Information') and 'DCA SAGE Overview' (with various links like 'View All DCA SAGE RFPs', 'View All DCA SAGE Agencies', etc.).

At the bottom of the page, it says 'Powered by IntelliGrants' and '© Copyright 2000-2005 Agate Software'.

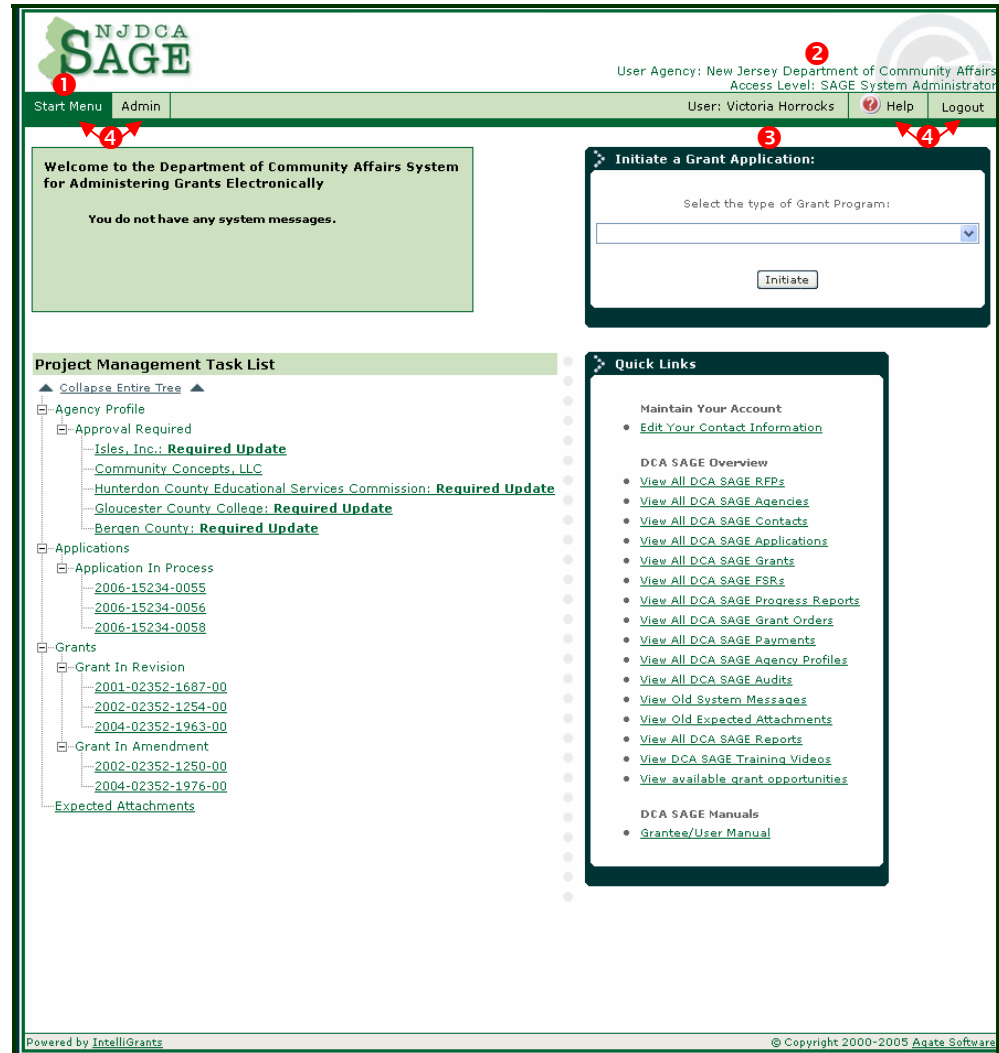
Section 1 – Task Bar

At the top of the screen, a task bar displays—

- Where you are right now (highlighted in dark green) ❶
- Your agency and your access level (in the upper right corner) ❷
- Your user name ❸

Clicking your **User** name will bring you to the **Edit Your Contact Information** page, where you can change your own user information and/or password. ❹

The boxes in the green bar are actually “buttons” that will take you to other locations within SAGE, access **Help**, or allow you to **Logout** of the system. ❺

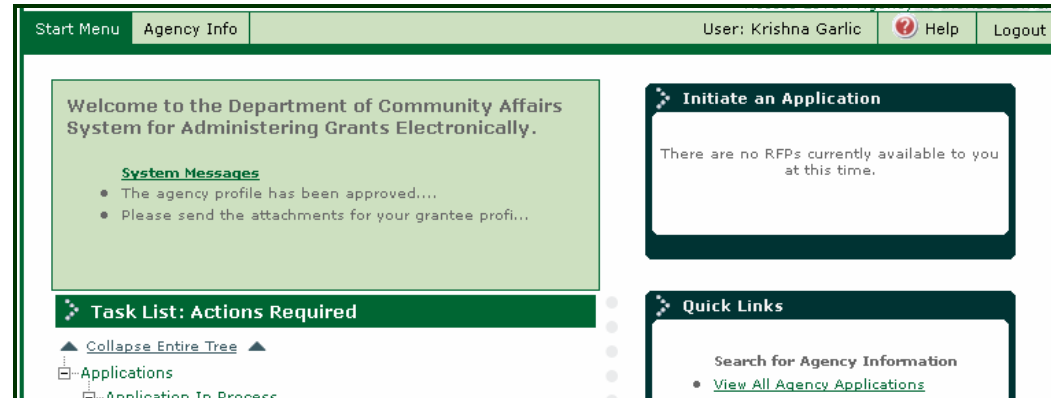


Section 2 – System Messages

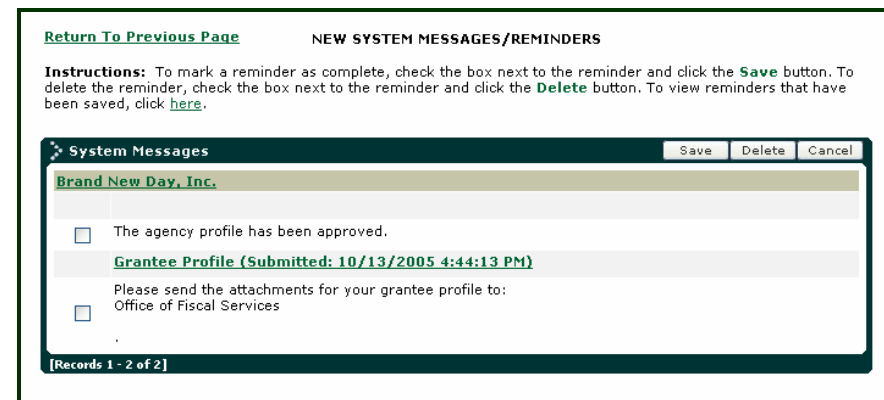
The green box on the left side of the screen displays messages from SAGE.

To read the message(s), click [System Messages](#).

You will be brought to the **New System Messages/Reminders** page.



At the **New System Messages/Reminders** page, you can read the message(s) and either **Save** or **Delete**.

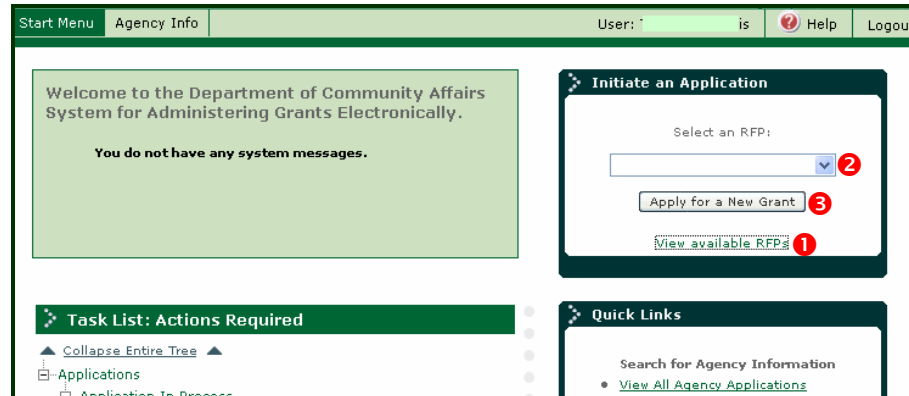


Section 3 – Initiate an Application

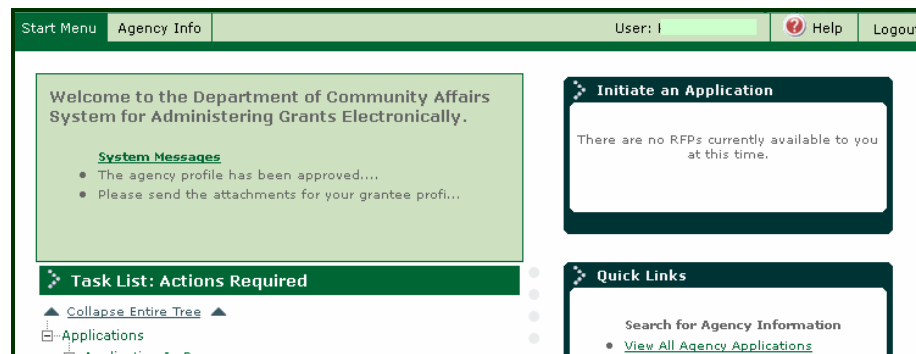
The **Initiate an Application** box allows an agency to—

- Check current applicable DCA Grant Programs **1**
- Select a Grant Program (RFP) **2**
- Apply for the selected Grant Program **3**

When an agency clicks **Apply for a New Grant**, SAGE will assign a grant number and their application process will begin.



If no grant programs are currently available for the agency, the **Initiate an Application** box will say, “There are no RFPs available to you at this time.”

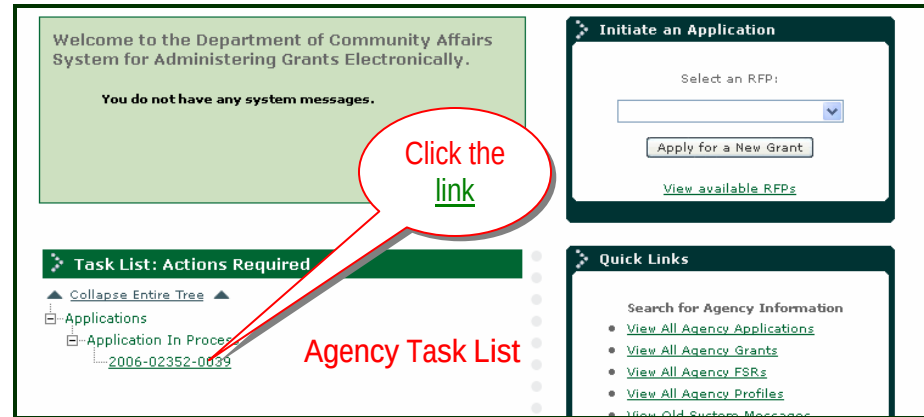


Section 4 – Task List

Agency Task Lists and DCA Task Lists look different from each other, but are designed to perform the same functions.

A **Task List** is formatted in a hierarchical pattern—

- Main topics
 - Sub-topics
 - Links to Applications and/or Grant Programs



Your **Task List** is customized to your unique role in the Application and/or Grant process.

If a topic is on your **Task List**, it requires your attention.

To start or continue working on an application or grant, click the underlined link for the Application or Grant Program Number or Name.



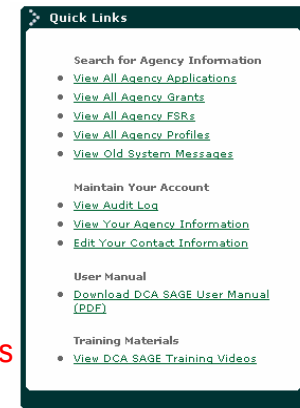
Section 5 – Quick Links

Your **Quick Links** box is customized to your unique role in the Application and/or Grant process. You may or may not see all the topics listed in these samples, depending upon your responsibilities and security level.

If you click the [View DCA Training Videos](#) link, you will be brought to a screen where you can select from several online instructional videos.

If you click the [View Old System Messages](#) link, you will be able to review any System Messages that you previously saved (see [Section 2 – System Messages](#)).

Agency Quick Links



If you click the [Edit Your Contact Information](#) link, you will be taken to your personal **Edit Your Contact Information** page, where you can change your information and/or SAGE Password.

If you click the [User Manual](#) link, an Adobe PDF document of the User Manual will be downloaded.

If you click any of the [View All...](#) links, you will be brought to a **Search** page, where you can find and work on the desired topic.

DCA Quick Links

